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ABSTRACT

Plans, objectives, and expected results for Library Services and Construction Act (LSCA) programs in Texas are presented for fiscal year 1981. Statements document the need, objectives, end products, LSCA priority, timetable, and suggested method for evaluation for each of 13 programs under Title 1 (library development). Application guidelines for library establishment and library cooperation incentive grants are provided, as well as suggestions for preparing system plans and budgets for resource centers. Other Title 1 programs include a statewide video project, interlibrary loan network, library service for the handicapped, and urban library aid. A grant application guide for Title 3 (interlibrary cooperation) covers timetable, program description, requirements, and administrative information. Summary information concerning the LSCA basic state plan for 1981 completes the report. (SW)

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LIBRARY SERVICES AND CONSTRUCTION ACT

ANNUAL PROGRAM

FFY 1981

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Title I - Project I

Administrative Expenses for LSCA

NEED

Analysis of the need for this project is under Section 11 - 11.3, pages 2-95 and 2-96; Section 11.9 on page 2-100 and Section 11.9f on page 2-105 of the Long Range Plan for Library Development, 1981-85.

OBJECTIVES

Objectives for this project are cited in Sections 11.5 - 11.7e on pages 2-96 through 2-99 and Sections 11.9a - 11.9b, on pages 2-101 to 2-102 and Sections 11.9d-11.9e on pages 2-103 to 2-105 of the Long Range Plan.

END PRODUCTS

Objectives for the Administration of LSCA in the Long Range Plan specify the end products. The following publication and reports will be produced as a result of the project:

LSCA Basic State Plan
LSCA Long Range Plan
LSCA Annual Program
LSCA Annual Report
Statewide Library Development: Biennial Budget
Legislative Budget Board Performance and Expenditure Report: Six-Month and Annual
Statewide Library Development: Annual and Biennial Report
Subgrantee Audit Manual
Rules and Regulations for the State Library System
Guidelines for Regional Systems' Annual Program and Budget
Guidelines for Application and Reporting of Title III, Establishment, Incentive, and Other Subgrants
Academic Library Statistics
Interim Report for Texas Public Library Statistics

Texas Public Library Statistics
Special Libraries Directory and Statistics
Institutional Libraries Statistics

LSCA PRIORITY

Improve and strengthen the State Library Agency.

APPROACH

The approach for each required administrative task is specified in the applicable objectives section of the Long Range Plan. The tasks will be carried out by a Manager, a Planner, a Grants Administrator, a Statistician, an Office Supervisor, a Statistics Assistant, two Administrative Assistants, the Administrative Division, the Data Processing Department, and the Assistant State Librarian.

TIMETABLE

The completion dates for each required administrative task are specified by the administrative objectives of the Long Range Plan. See pages 2-101 through 2-104 of the Long Range Plan.

EVALUATION

The success of the project will be based on a comparison of actual completion dates for each task with the date targeted in the Long Range Plan.

PARTICIPANTS

Texas State Library Staff.

LOCATION

Texas State Library - Austin, Texas.

ADMINISTRATION

The project will be administered by the Texas State Library and selected contractors as needed.

Title I - Project 2

Public Library Establishment and Reorganization

NEED

An analysis of the need for this project is under Section 9.1d, 9.1f, and 9.1i on pages 2-7, 2-9, and 2-10 and Sections 10.1a and 10.b on pages 2-30 and 2-31 of the Long Range Plan for Library Development, 1981-85.

OBJECTIVES

The objective of this project are given in Sections: 9.1d page 2-8, 9.1f page 2-9, 9.1i, page 2-10, 10.1 page 2-30; 10.1a, page 2-30 and 10.1b page 2-31 of the Long Range Plan.

END PRODUCTS

Funds will be granted for the establishment of one new library in an unserved county. The number of legally established libraries will be increased to 316.

The number of Texas counties appropriating funds for Texas libraries through such means as incentive grants (for development of federated library systems) and per capita support criteria for membership in the Texas Library System will be increased to 197.

One new federated library system will be created with grant funds.

The number of unserved Texas will be decreased to 618,660.

The number of unserved counties will be decreased to 17.

LSCA PRIORITY

Areas without service or areas with inadequate service.

APPROACH

An application for an Establishment Grant will be mailed to all County Judges of counties without public library service on September 30. All public libraries are notified of the Incentive Grant program through an announcement in Library Developments newsletter. Incentive grants are awarded on a competitive basis to libraries joining together into larger units of service.

UNUSUSAL FEATURES, INNOVATIONS, INVOLVEMENTS

The Texas State Library will award a basic grant to approved project applications of $1.00 for every two (2) persons within the newly established service area with a minimum grant of $15,000 plus a dollar match for each local dollar received from tax sources above the minimum criteria. This method of allocating Establishment grant monies will provide an additional amount of local monies to develop an adequate library program. The method of allocating Incentive grant monies is based on a formula of $1.00 per every five persons added to prime service area with a minimum grant of $15,000. The prime service area is the largest established library based on the population designation in Texas Public Library Statistics. By this method of allocation, no library may receive a second or third year incentive grant unless new service areas are added. Thus, federated library systems are provided with an additional incentive to further extend membership in their local system to non-participating libraries in the area. Another aspect of this Project is its relationship to the State Library Systems Act program. Libraries which cannot individually meet system membership criteria can join with other public libraries in order to qualify for membership in the Texas Library System. In addition, the recipients of Establishment grants must show initial local effort to qualify for membership.

TIMETABLE

Application Guidelines Approved by Texas State Library and Archives Commission	September 10, 1980
Grant Programs Announced in Library Developments	August-Sept.,1980
Applications Mailed to County Judges and Requesting Libraries	September 30, 1980
Applications Due at Texas State Library	November 30, 1980

Approval of Grants Awards by Texas State Library and Archives Commission; Notification of Grant Awards Made to all Applicants	January 31, 1981
Contracts Mailed to Grant Recipients	February 28, 1981
Project Start-Up Date	March 1, 1981
First Performance Report and Expenditure Report Through August 31, 1981, Due at Texas State Library	September 30, 1981
Second Expenditure Report from September 1, 1981 through November 30, 1981, Due at Texas State Library	December 31, 1981
Second Performance Report from September 1, through February 28, Due at Texas State Library	February 28, 1982
Third Expenditure Report from December 1 through February 28, Due at Texas State Library	March 31, 1982
Fourth Expenditure Report from March 1 through May 31, Due at Texas State Library	June 30, 1982
Contract Termination Date All Funds Must Be Obligated	August 31, 1982
Third Performance Report from March 1 through August 31 and Fifth Expenditure Report from June 1 through August 31 due at Texas State Library	September 15, 1982
All Obligations (Encumbrances) against Contract Must be Liquidated	November 30, 1982
Final Audit of Grant Funds Due at Texas State Library	February 1, 1983

EVALUATION

Throughout the project period, recipients are advised that they may revise unrealistic or unattainable project objectives. Revised measures of performance are submitted with the library's narrative and statistical reports. Budgetary revisions may be authorized by the Texas State Library if original budget estimates prove incorrect. Such budgetary revisions are authorized by Letters of Concurrence which officially amend the expenditures section of the Contract.

Failure by subgrantees to submit timely narrative and statistical reports indicating progress toward meeting project goals and failure to submit project Expenditure Reports showing disbursements and obligations of LSCA grant funds constitute defaulting on the LSCA contract. Funds will be withheld until these requirements are met. A fiscal audit of grant funds will verify expenditures in accordance with the proposal document and contract.

Evaluation of the project's over-all success will be measured by the increase in the number of Texans served by a local public library and the number of Texans served by the Texas Library System.

PARTICIPANTS

All Texas public libraries and counties without library service are eligible to participate. Consultants for this project include the staff of the the Library Development Division and Regional Systems offices.

LOCATION

The list of counties without a local public library is included under pages 2-44 through 2-51 of the Long Range Plan.

ADMINISTRATION

The project will be administered by contract. Sample contracts and guidelines for Incentive and Establishment grants are attached.

TEXAS STATE LIBRARY

LORENZO DE ZAVALA STATE ARCHIVES AND LIBRARY BUILDING

BOX 12927 CAPITOL STATION

AUSTIN, TEXAS 78711

DORMAN H. WINFREY
DIRECTOR AND LIBRARIAN

TEXAS STATE LIBRARY AND
ARCHIVES COMMISSION

TO: Applicants for LSCA Establishment Grants

FROM: Patricia Smith, Manager, Planning & Management Department
Library Development Division

DATE: September 30, 1980

The Texas State Library has federal Library Services and Construction Act (LSCA) Title I grant funds available to public libraries applying for Establishment grants.

ESTABLISHMENT GRANTS are designed to provide financial assistance to unserved COUNTIES which are defined as:

Counties with no existing library service, or

Counties served by public libraries that have not received local city and/or county tax support for a period of three years.

The basic goal of this grant program is to aid in the establishment of a public library in these previously unserved areas that will qualify for major resource system membership.

DOCUMENTATION REQUIRED FOR AN ESTABLISHMENT GRANT:

To qualify for an establishment grant, the following documentation must be submitted to the Texas State Library:

1. A legal establishment document as a city or county library.
   a. If established as a city library, then a contract for library service between the city and county must be included.
   b. If established as a county library, a legal establishment document passed by the county commissioners court must be included. If the newly created library will also receive municipal funding, then the contract between city (cities) and county must be included.

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2. Completion of the attached statistical application form.
   a. To qualify for an establishment grant, the library must meet the criteria outlined in this grant application packet and in Section 2 of the attached Rules and Regulations for the Fifth Biennium of the Library Systems Act.
   b. Two of the criteria identified on the statistical application form may be deficient at the time the establishment grant application is submitted. For example a newly created library may fail to meet the criteria for number of library materials owned and for the number of hours of public access. However, Rule 2.4, which states that "A public library must have minimum local expenditures of $5,000 is not subject to waiver and cannot be counted as a deficient criterion at the time of the application." Furthermore, Rule 2.6, which also may not be waivered, requires that at least 50 percent of annual local operating expenditures be from local tax sources. Therefore, a minimum of $2,500 of the $5,000 must come from local tax sources in order for a library to qualify for an establishment grant. A library which receives an establishment grant is expected to meet all requirements for membership in the Texas Library System within three (3) years.
3. Completion of the attached LSCA Sheet and the Authorization for Application form.
4. Completion of the annual report form. If you have not received the current form, please notify our office and we will send you additional copies.
5. Completion of the attached HEW-441 form.
6. Submission of the attached application for county librarian's certification to the Texas Board of Library Examiners, which is required for the head librarian (see Article 1683 of the Library Laws of Texas).

7. Completion of the attached chart on "Planning for Library Growth and Development."
8. A narrative proposal document including the following information:
   a. Goals and Objectives. The objectives for the library must be measurable, attainable, and realistic and must relate to the overall goals for developing the library. The objectives will become the basis for reporting on the success of the library. Three evaluation reports and five expenditure reports will be required of each establishment grant recipient.
   b. Activities. The activities or services that will ensure the accomplishment of the library's objectives must be identified.
   c. Budget. An itemized budget must be submitted covering the anticipated expenditure of the federal LSCA establishment grant. The budget will serve as the basis upon which an LSCA contract will be written. Please include budget expense codes if used by your local government. A sample budget form is attached.
   d. Project Personnel. Job descriptions for the project personnel must be included. If the person(s) are already employed, their names and positions must be given.

DETERMINATION OF GRANT AWARDS:

Establishment grants will be awarded on the basis of a basic grant of $1.00 for every two (2) persons within the newly established service area (population as determined by the 1970 U.S. Census) with a minimum grant of $15,000 plus a dollar for dollar match for each local dollar received from tax sources above the minimum criteria. To be eligible for an establishment grant, libraries must submit the required documentation and must receive the per capita support noted above.

There may not be enough funding available to award contracts to all applying libraries. Therefore, it is extremely important that the submitted proposal document fully describe the library's goals and

objectives and all additional requirements. If you have any questions, please do not hesitate to contact us. Applications and proposals are due November 30, 1980.

TIMETABLE:

Application Guidelines Approved by Texas State Library and Archives Commission	September 10, 1980
Grant Programs Announced in Library Developments	August-September, 1980
Applications Mailed to Requesting Libraries and County Judges	September 30, 1980
Applications Due at Texas State Library	November 30, 1980
Approval of Grant Awards by Texas State Library and Archives Commission; Notification of Grant Awards Made to All Applicants	January 31, 1981
Contracts Mailed to Grant Recipients	February 28, 1981
Project Start-Up Date	March 1, 1981
First Evaluation Report Due at Texas State Library	September 30, 1981
First Expenditure Report Due at Texas State Library	September 30, 1981
Second Expenditure Report Due at Texas State Library	December 31, 1981
Second Evaluation Report Due at Texas State Library	February 28, 1982
Third Expenditure Report Due at Texas State Library	March 31, 1982
Fourth Expenditure Report Due at Texas State Library	June 30, 1982
Third Evaluation Report Due at Texas State Library	September 15, 1982
Fifth Expenditure Report Due at Texas State Library	September 15, 1982

All encumbrances to be liquidated	November 30, 1982
Final Independent Audit of all Subgrants due at Texas State Library	February 1, 1983

If you should have any questions or require any further assistance, please contact either the system coordinator in your region, or Syd Popinsky, or Anne Hollingsworth at the Texas State Library, (512/475-4119).

TEXAS STATE LIBRARY

LORENZO DE ZAVALA STATE ARCHIVES AND LIBRARY BUILDING

BOX 12927 CAPITOL STATION

AUSTIN, TEXAS 78711

DORMAN H. WINFREY
DIRECTOR AND LIBRARIAN

TEXAS STATE LIBRARY AND
ARCHIVES COMMISSION

TO: Applicants for LSCA Incentive Grants

FROM: Patricia Smith, Manager, Planning & Management Department, Library Development Division

DATE: September 30, 1980

The Texas State Library has federal Library Services and Construction Act (LSCA) Title I grants available to public libraries applying for Incentive grants.

Incentive grants are for two or more public libraries joining together to form a larger unit of service which will qualify for membership in the Texas Library System. The resulting unit of service shall be no smaller than a county. There are two types of library systems which result from cooperative agreements among libraries:

1. Consolidated library system in which two or more public libraries relinquish their autonomy in order to become a single library unit under a single governing authority. One library is designated as the central library and the other libraries become branches.
2. Federated library system in which two or more public libraries retain their local autonomy, governance, and finances, but agree to participate through contractual agreements in the federation of libraries. A headquarters is established, and a librarian is either employed or designated to coordinate the planning and delivery of services to the member libraries. A federated library system can include public libraries within a single county or multi-county area.

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DOCUMENTATION REQUIRED FOR INCENTIVE GRANTS

To qualify for an incentive grant, the following documentation must be submitted:

1. A legal establishment document creating the library system which has been approved by the governing authority.
2. Contracts verfying the membership of the participating libraries in the library system.
3. Completion of the attached statistical application form. To qualify for an Incentive Grant, the library system must meet the criteria outlined in this grant packet and in Section 2 of the attached Rules and Regulations for the Library Systems Act.
4. Completion of the annual report form.
5. Completion of the attached HEW-441 form.
6. Completion of the attached LSCA Cover Sheet and the Authorization for Application form.
7. Submission of the attached applications for county librarian's certificate to the Texas Board of Library Examiners for the county coordinator and for the head librarian of each member library participating in the County Library System.
8. A narrative proposal document including the following information:
   a. Goals and Objectives. The objectives for the library system must be measurable, attainable, and realistic and must relate to the overall goals for developing the system. The objectives will become the basis for reporting on the success of the library system. Two evaluation reports and five expenditure reports will be required of each incentive grant recipient.
   b. Activities. The activities or services that will ensure the accomplishment of the library system's objectives must be identified.

c. Budget. An itemized budget must be submitted covering the anticipated expenditure of the federal LSCA incentive grant. The budget will serve as the basis upon which an LSCA grant will be written. Please include budget expense codes if used by your local government. A sample budget form is attached.

d. Project Personnel. Job descriptions for project personnel must be included. If the persons are already employed their names and positions must be given.

DETERMINATION OF GRANT AWARDS

Incentive grants will be awarded on the basis of $1.00 for every five (5) persons added to the prime service area with a minimum of $15,000. The prime service area is defined as the largest established library in the newly created library system based on the 1970 U.S. Census population designation in Texas Public Library Statistics. Second and third year incentive grants to a library system are dependent upon the availability of federal funds. No library may receive a second or third year incentive grant unless new service areas are added.

To be eligible for an incentive grant, the applying library system must meet the per capita income required for membership in a major resouce system. For a breakdown of per capita requirements, please see Rules 2.4 and 2.11 of the enclosed Rules and Regulations for the Fifth Biennium of the Library Systems Act.

There may not be enough funding to award a grant to every applying library system. Therefore, it is extremely important that the proposal document submitted fully describe the library's goals and objetives and all additional required documentation. Please do not hesitate to contact our office if we may be of assistance. Applications and proposals are due on November 30, 1980.

TIMETABLE:

Application Guidelines Approved by Texas State Library and Archives Commission	September 10, 1980
Grant Programs Announced in Library Developments	August-September, 1980
Applications Mailed to Requesting Libraries	September 30, 1980
Applications Due at Texas State Library	November 30, 1980
Approval of Grant Awards by Texas State Library and Archives Commission; Notification of Grant Awards Made to All Applicants	January 31, 1981
Contracts Mailed to Grant Recipients	February 28, 1981
Project Start-Up Date	March 1, 1981
First Evaluation Report Due at Texas State Library	September 30, 1981
First Expenditure Report Due at Texas State Library	September 30, 1981
Second Expenditure Report Due at Texas State Library	December 31, 1981
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Third Evaluation Report Due at Texas State Library	September 15, 1982
Fifth Expenditure Report Due at Texas State Library	September 15, 1982
All Encumbrances to be Liquidated	November 30, 1982
Final Independent Audit of all Subgrants due at Texas State Library	February 1, 1983

CRITERIA FOR DETERMINING ELIGIBILITY FOR INCENTIVE GRANTS

Incentive grants may be awarded when two or more libraries agree to join together and the following conditions are met:

1. The library system must meet the criteria outlined in this grant application packet and in the attached Rules and Regulations for the Fifth Biennium of the Library Systems Act.
2. The governing authority must be the county or an independent governing board created specifically to govern the federation of libraries. Such a governing board may be established under the provisions of the Interlocal Cooperation Act.
3. Examples:
   (a) Four municipal public libraries within a county federate into a library system which is established and administered by the county.
   (b) Four municipal public libraries federate into a library system which is governed by a board with powers set forth in contractual arrangements under the authority of the Interlocal Cooperation Act. Contracts between the cities and the governing authority also specify the services and responsibilities of the library system.
   (c) An existing large public library agrees to provide services to a small neighboring public library on a contractual basis. A governing board must be created in order for the library system to be eligible for a grant.
   (d) An existing city or county library contracts with a public library in a neighboring county. A federated library system eligible to receive an incentive grant must be administered and established by a governing board.

EXCEPTION TO THE RULE:

1. An already existing federated library system may receive an incentive grant if it expands its membership to include an additional public library which existed prior to the formation of the federated system, but which did not join at the time. However, a federated system may not receive more than three (3) incentive grants.

Incentive grants will not be awarded to the applicants meeting the following conditions:

(a) A public library becomes a branch of an existing library as a result of the annexation of property.

(b) A public library contracts with another existing public library for the provisions of services (such as centralized cataloging and processing of library materials, etc.), but does not establish a joint governing authority, i.e., the county commissioners court and advisory county library board or a joint governing board established under the Interlocal Cooperation Act.

If you should have any questions or require any further assistance, please contact either the system coordinator for your region or Syd Popinsky, or Anne Hollingsworth at the Texas State Library (512/475-4119).

Title I - Project 3
Regional Public Library System

NEED

An analysis of the need for this project is in the Long Range Plan for Library Development 1981-85, under Criterion 2.1, page 2-2; Criterion 9.2a, page 2-11; Criterion 9.2b, page 2-13; Criterion 9.2l, pages 2-17 and 2-18; Criterion 9.2m, page 2-18; Criterion 9.3c, page 2-21; Criterion 9.3h, pages 2-22 and 2-23; Criterion 9.3j, pages 2-25 and 2-26; Criterion 9.3k, page 2-27, Criterion 9.3l, page 2-28; Criterion 9.3m, page 2-28; Criterion 10.3b, pages 2-43 through 2-53; Criterion 10.7a, page 2-91; Criterion 10.8b, page 2-93; Criterion 11.10d, pages 2-107 and 2-108; and Criterion 11.10e, page 2-108.

OBJECTIVES

Objectives for this project are included under Objectives 2.1, page 2.3; Objective 9.2a, page 2-12; Objective 9.2b, pages 2-13 & 14; Objective 9.2l; page 2-18; Objective 9.2m, page 2-19; Objective 9.3c, page 2-21; Objective 9.3j, page 2-27; Objective 9.3k, page 2-27; Objective 9.3l, page 2-27; Objective 9.3l, page 2-28; Objective 9.3m, page 2-29; Objective 10.7a, pages 2-91 and 2-92; Objective 10.8b, page 2-94; Objective 11.10d, page 2-108; and Objective 11.10e, page 2-109.

END PRODUCTS

End products resulting directly from systems activity in FFY 1980 include the following:

The number of interlibrary loans resulting from systems activity will be 4,828. (Objective 2.1, page 2-3)

The number of film viewers and attendees at other special programs will be increased to 4,237,762 persons. (Objective 9.2m, page 2-19)

The number of persons served by the Texas Library System through direct services will be 10,065,176 persons. (Objective 9.3c, page 2-21)

The number of direct circulations through systems will be increased to 300,455 persons. (Objective 9.3l, page 2-28)

The number of persons directly served by systems through books-by-mail will be increased to 156,669. (Objective 10.7a, pages 2-91 and 2-92)

The number of continuing education student hours delivered through systems will be 7,850. (Objective 10.8b, page 2-94)

The number of materials in all formats acquired by systems will be 225,397 materials. (Objectives 9.2a, 9.2b, pages 2-12, 2-13, and 2-14; 9.3e, page 2-18; 9.3m, page 2-29)

The number of persons receiving technical assistance from the systems will be 85,000. (Objective 11.10d, page 2-108)

The number of persons receiving informational materials will be 100,000 persons. (Objective 11.10e, page 2-109)

LCSA PRIORITY

"Areas without service or areas with inadequate services."

"Low income persons in urban and rural areas."

"Persons of limited English-speaking ability."

"Strengthen metropolitan libraries which serve as national or regional resource centers."

APPROACH

The annual plan for systems development is the product of planning by the major resource center director, the designated systems staff, the system advisory council, the system member librarians, and the lay representatives selected by the system member libraries' local governing authorities. Although the Library Systems Act specifies only that the annual plan must be prepared by the Major Resource Center in close consultation with the system advisory council, the Rules and Regulations for the administration of the Library Systems Act requires that the system planning and program determination involve system librarians and lay representatives. All annual plans submitted must document this broad-based participation in the planning process. In addition to the annual plan for systems development, each system is

required to develop a six-year long range plan.

Fiscal support for the systems development program will be derived from the state Library Systems Act state appropriation and from the federal Library Services and Construction Act. Merging these two funding sources for the implementation of the systems program will ensure a more significant impact on the improvement of service in Texas. Instead of directing services to the disadvantaged residents of single applying cities, disadvantaged residents of an entire regional library system will be targeted to such special services as film lending collections. This should improve the coverage of library services for the disadvantaged.

Application guidelines for FY 1981 projects are attached.

TIMETABLE

See Objectives in the Long Range Plan under 11.6 to 11.7c on pages 2-97 through 2.99; 11.9d on pages 2-103 and 2-104.

EVALUATION

Proposals will be submitted by the ten regional public library systems according to application guidelines prepared by the Texas State Library staff and approved by the Texas State Library and Archives Commission. Proposals will be evaluated by the staff, and final recommendations regarding funding will be presented to the Texas State Library and Archives Commission for review and approval. Proposal guidelines are attached.

Systems must complete and file with the Texas State Library the following documents: (1) Four (4) quarterly Expenditure Reports of grant disbursement and/or encumbrances; (2) two six-month narrative Evaluation Reports; (3) Twelve (12) monthly Statistical Reporting forms (see Long Range Plan, Chapter 4); (4) one final audit of grant funds due five months following the termination of the system contract; and (5) update to the six-year plan.

Failure to submit any of the required documents shall constitute defaulting on the contract and shall be grounds for withholding grant funds. Audits shall be reviewed by the Texas State Library staff, and

any audit exceptions will be resolved.

Attached with Chapter 3 of the Long Range Plan is the evaluation outline which serves as a guide for preparing semiannual narrative reports. Each system may revise goals and objectives which prove unattainable or unrealistic during the fiscal year. Systems are expected to meet their objectives by the end of the project year. Also attached to Chapter 3 of the Long Range Plan is the Standardized Reporting Form.

A guide for conducting the on-site evaluations is attached to Chapter 3 of the Long Range Plan.

PARTICIPANTS

Libraries eligible to apply for grants are those ten major resource centers serving as headquarters for the regional public library systems. Area libraries may be eligible for direct grants from the Texas State Library if the annual plan of service submitted by the system authorizes their receipt. Recipients of the System services will be those public libraries accredited as system members and those additional public libraries authorized to provide special services under the systems plan of service. Personnel involved in the project will be the Assistant State Librarian, the Director of the Library Development Division, the Manager of the Planning and Management Department, one Planner, one Grants Administrator, one Statistician, an Office Supervisor, a Statistics Assistant, and two Administrative Assistants. Proposals will be reviewed by the previously listed Texas State Library staff and will be approved by the Texas State Library and Arrchives Commission.

GEOGRAPHIC LOCATION

The geographic location of this project is the entire state.

ADMINISTRATION

The projects are administered by local agencies under contract with the Texas State Library.

TEXAS STATE LIBRARY

LORENZO DE ZAVALA STATE ARCHIVES AND LIBRARY BUILDING

BOX 12927 CAPITOL STATION

AUSTIN, TEXAS 78711

DORMAN H. WINFREY
DIRECTOR AND LIBRARIAN

TEXAS STATE LIBRARY AND
ARCHIVES COMMISSION

TO: Library Systems Act Advisory Board
Major Resource Center Directors
Chairmen of System Advisory Councils
System Coordinators

FROM: Patricia Smith, Manager, Planning & Management Department
Library Development Division

DATE: January 1, 1980

SUBJECT: Guidelines for FY 1981 System Plans of Service

The Texas State Library has prepared the following guidelines for major resource system funding in state fiscal year 1981. System plans of service are due at the Texas State Library on May 1, 1980. Approval of a system's annual program and budget shall be certified by the State Library by July 1, 1980.

ALLOCATION OF GRANTS TO SYSTEMS

The figures provided in Appendix A represent the amount of funding to the ten major resource systems in FY 1981. The first column represents funding to systems from the fiscal 1981 state appropriated funds and FFY 1980 LSCA carry-over funds. The second column represents federal Library Services and Construction Act funds designated for contracting to the ten systems from the FFY 1981 appropriation. These funds may be available for distribution after November 1, 1980, depending upon the outcome of federal LSCA appropriations.

OPTIONS AVAILABLE IN DEVELOPING FY 1981 PROGRAM AND REQUIRED DOCUMENTATION

Each system may choose one of the following three options for preparing the plan of service. Accompanying documentation required for each of the options is outlined in the following paragraphs.

FIRST OPTION: Continuing all programs conducted in FY 1980 as the plan service intended for implementation in FY 1981.

SECOND OPTION: Modifying or amending the FY 1980 plan of service to include changes in program approach or methodology.

THIRD OPTION: Re-writing all or part of the original plan of service.

FIRST OPTION

If this option is selected, please submit the following documentation:

(a) an Abstract of approximately one (1) page describing each project proposed by the system in fiscal year 1981. The abstract should clearly describe both the essential and unique aspects of the project, including the needs, the objectives, the evaluative procedures, and the significance of the project.

(b) Revised Budget for FY 1981. Each system is required to submit two budget formats:

(1) A budget summary report must be submitted which is coded according to the Major Resource Center's local expense codes and descriptors. This budget will be used as the basis for preparing the section "Bases for Calculating Reimbursable Costs." It is essential that each system submit a separate summary budget for the SFY 1981 state funds and the FFY 1981 LSCA funds.

(2) Specific budget information for each program area must also be provided. For each proposed project, please complete a budget sheet for state funds and/or for federal funds. When completing a progam budget, please include all the costs necessary to support the project (i.e., personnel expenses, materials, supplies, travel, equipment, etc.). Twelve (12) copies of the budget sheets are attached as Appendix D.

In order to expedite the annual analysis of system programs and expenditures, the Texas State Library is requiring that the following program areas (if offered) be specifically budgeted as separate services. This requirement is an effort to obtain more discrete categories of system services than are currently being submitted by all systems. Therefore, any further breakdown from the categories listed below would be helpful.

1. Administrative, Consulting, and Continuing Education Program, which includes the system administrative staff expenses and all the costs incurred in providing consultative services. Additional system overhead expenses which cannot be specifically traced and budgeted with a particular program should also be included in this program. Professional librarianship collection materials and journals for the system office should also be included in this budget.

2. Film Services, which includes personnel assigned to the film program, equipment, supplies, and other associated costs as well as the cost of 16mm and 8mm films and video tapes available for loan on a circuit or on a spot booking basis.

3. Books by Mail Program, which includes personnel, library materials, catalogs, postage, and other operational costs necessary to support this service.

4. Collection Development of Printed Materials for Individual Libraries, which includes personnel expenses, supplies, cataloging costs (if any), library materials purchased for the MRC, Area and Community libraries, and other costs associated with the program. Please include the cost of printed materials, periodicals, and microforms purchased for member libraries and/or the cost of leasing books from a commercial vendor. Do not include in this program the cost of library materials purchased to support rotating collections, extension loan collections, deposit collections, or special materials for distribution on a circuit. These programs should be budgeted for as separate services.

5. Audio-Visual Services, which includes cassettes, filmstrips, art prints, puppets, educational games and toys, recordings, slide tapes, etc. While it is preferable to have each of these services budgeted separately, it is acceptable to combine them into one program. Please do not include films or video tapes in this program budget.

6. Publicity and Public Relations, which includes the public relations staff, contractual services, supplies, and other operational costs necessary to publicize or promote system and local library services.

7. Other Specialized Services offered by the systems should be separately identified, such as resource sharing projects, reciprocal borrowing, oral history taping projects, specialized reference services, automation projects, etc.

(c) Project Priority Table. Please submit a priority table showing the ranking of each project, with #1 being the project of highest priority to the membership and system advisory council. Each system may rank each project as a total package or may divide each project into incremental parts and funding levels. Please include the interlibrary loan contract at the FY 1980 funding level as one project for the purpose of ranking in priority order. The Project Priority Table is included as Appendix E.

(d) Standardized Reporting Form. Each system should submit quantitative targets for each of the items listed on the Standardized Reporting Form (Appendix F). These targets represent the number of service units the system expects to achieve at the end of the fiscal year. Two weeks after the close of each month, each Major Resource Center will record monthly progress toward meeting its targets and will submit the monthly report to the Texas State Library.

(e) Statement of Objectives for FY 1981. Each system should submit on the attached Statement of Objectives forms (Appendix G) its locally determined objectives for each project proposed for implementation in FY 1981. The objectives should be realistic, attainable, and quantified. The Statement of Objectives should (1) clearly identify the proposed services, (2) state the number of service units to be provided, (3) state the time frame, (4) clearly define the target population, and (5) define the performance or workload measures for each stated objective.

Please complete a copy of this form for each proposed project. At the present time, only complete the Statement of Objectives section, ensuring that each objective includes a quantitative measure. Please note that there is no need to duplicate objectives which are included on the Standardized Reporting Form. Under the heading "Monthly Performance Report," the Major Resource Center will record monthly progress toward meeting its objectives. At the close of each month of the fiscal year, each Major Resource Center will submit a copy of its Statement of Objectives and Monthly Performance Report to the Texas State Library.

(f) Project Personnel for FY 1981. Each project application must include a separate list of the current and anticipated staff positions assigned to the system.

Please submit the attached System Personnel Form (Appendix H), giving for each position the name of the persons filling the position, the base salary, the fringe benefits, and the classification level. A current job description which includes educational requirements or experience equivalents for each position must also be filed with the Texas State Library. An organization chart showing the relationship of all system personnel to the Major Resource Center and to other system staff, must also be submitted.

If only partial compensation is being requested from grant monies (e.g., a cataloger who is assigned part-time to the system), the percentage and amount of reimbursed salary should be identified. (Please note Rule 1.16 in the Rules and Regulations for the Fifth Biennium of the Library Systems Act regarding procedures for reimbursing salaries.) These individuals must also be included on the list of system personnel and on the organization chart.

Subject specialists who are used on a periodic basis for consultation should be listed by name and area of expertise. The rate of reimbursement by the hour or day should also be identified for each person.

(g) LSA/LSCA Application Cover Sheet. A copy of this form (Appendix I) must be submitted for each project proposed by the system for implementation.

(h) Authorization for Application. A copy of this form (Appendix J) must bear the signatures of the director of the Major Resource Center library and the mayor or city manager of the library designated as the Major Resource Center. The chairman of the system advisory council should sign the attached Certification of Review by the System Advisory Council (Appendix K). The responsibility of the advisory council for reviewing and approving the FY 1981 system plan and budget is identified in Rule 4.10 of Rules and Regulations for the

Fifth Biennium of the Library Systems Act (Appendix B).

(i) Documentation of the participation of the system advisory council, system member librarians, and lay representatives in the process of planning for these programs must be included. If recent meetings were held, dates and minutes of these meetings if not already on file with the Texas State Library, should be included. If a survey or questionnaire was used, please attach a copy of the survey instrument and the tabulated responses with the annual plan of service.

SECOND OPTION

If a major resource system desires to amend or modify an on-going service program, the required documentation includes all the items listed as a -i in the First Option. Additionally, the Major Resource Center must identify the reasons for the proposed changes in an Abstract. Included in this abstract should be the following information:

(1) Description of the proposed changes.

(2) Reasons why these alternative approaches or changes are being requested.

THIRD OPTION

If a major resource system desires to change its FY 1980 system plan of service by adding and/or deleting programs the Major Resource Center should submit a proposal document for each new project. The proposal document should be written according to the criteria attached as Appendix L.

If a major resource system wishes to delete a program from its plan of service, the system should file with its plan a statement justifying the reasons for deleting the program. Evidence of the system membership's concurrence with deleting this project should be made available.

To be included with the proposal document are the LSA/LSCA Application Cover Sheet, the Authorization for Application, the budget forms, the Project Priority Table, the list of project personnel, the Statement of Objectives forms, the Standardized Reporting form, and the documentation of participation of the system advisory council, system member librarians, and lay representatives, as described in items a - i under the First Option.

GENERAL GUIDELINES FOR PREPARING THE SYSTEM PLAN

(1) Under the Rules and Regulations for the Fifth Biennium of the Library Systems Act (as approved by the Texas Library and Historical Commission following amendments at the October 27, 1978, public hearing), the "applications for a system operation grant may include reimbursement to the Major Resource Center or other contracting library for all expenses incurred in the

performance of the service contract."

Direct Costs: In the proposal, the MRC's may claim direct cost reimbursement for such administrative and supportive service functions as the following: procurement, payroll, personnel functions, data processing, accounting, budgeting, mail and messenger services, auditing, etc. A definition of direct costs is contained in Section E of the enclosed federal Office of Education Rules and Regulations, November 6, 1973, page 30695.

Indirect Costs: If such administrative or supportive costs cannot be ascertained because they are assigned to several cost objectives in your city government, the city can claim these as indirect costs. The definition of indirect costs is contained in Section F of the enclosed federal Office of Education Rules and Regulations (Appendix C).

Costs applicable to major resource system grants shall follow the general principles established in Federal Management Circular 74-4, July 18, 1974, with the following modifications:
(1) if a city has an indirect cost allocation plan currently in effect with a federal agency, that rate, when applied, may not exceed 5 percent (5%) of the total direct expenses incurred under the grant.
(2) if there is no cost allocation plan currently in effect, the city may claim ten percent (10%) of direct salaries (excluding fringe benefits, overtime, holiday premiums) if that amount does not exceed five percent (5%) of the total direct expenses incurred under the grant.
(3) depreciation and use charges for buildings or capital improvements, library materials, and equipment may only be included as indirect costs.

(2) The Rules and Regulations for the Fifth Biennium of the Library Systems Act are binding on the preparation and submission of the FY 1980 system plans of service and budgets.

Please note that no more than 50 percent of the total annual systems grant may be expended for printed library materials, including microforms and periodicals. Each system will determine the distribution of materials purchased with grant funds to system member libraries; however, the method of distribution must have built-in incentives to encourage local governing bodies of the Major Resource Center and all member libraries to increase annually the local materials budget. The method selected by the system to encourage the increase of local materials budgets must be specifically identified in the system plan of service.

Any costs necessary to support a collection enrichment program, such as salaries, supplies, cataloging and processing expenses (if any), communications expenses, etc., are excluded from the 50 percent limit. Also excluded are the costs incurred in producing union catalogs of system member library holdings in printed copy or microform.

(3) The Rules and Regulations for the Fifth Biennium of the Library Systems Act mandate that each system must file a plan of public library development for unserved counties or provide direct services to unserved counties. A description of how the system will assist in the development of public library service (e.g., through consulting visits, etc.) or what services will be specifically delivered (e.g., books-by-mail, etc.) should be included in the annual program of system service.

(4) Each system should budget for three (3) two-day system coordinators' meetings in Austin, Texas and one (1) coordinators' meeting to be held in conjunction with the Texas Library Association convention in 1981, in Houston. A two-day System Advisory Council meeting in Austin, a one-day Austin meeting of film librarians, and one-day Austin meetings for collection development consultants and public relations consultants, should be included in the budget. All anticipated out-of system travel should be identified in the annual program of service.

(5) For evaluating system projects, each system will submit the Statement of Objectives form and the Standardized Reporting Form to the Texas State Library within two (2) weeks after the end of each month. Each system will prepare two (2) evaluation reports; one report will cover the first six months of activity and the second report will cover the entire fiscal year. The Expenditure Reports will continue to be due at the end of each quarter, with the reporting dates remaining December 31, 1980, March 15, 1981, June 30, 1981, and September 15, 1981.

Title I - Project 4

Interlibrary Loan and Reference Referral Network

NEED

An analysis of the need for this program is to be found in Section 2.1, page 2-2 and Section 9.3h, pages 2-22 and 2-23 of the Long Range Plan for Library Development, 1981-85.

OBJECTIVES

To increase loans received. See objective 2.1, page 2-3 of the Long Range Plan.

To continue provision of interlibrary loan service to Texas public, special, 2-year and 4-year academic libraries. See Objective 9.3h, page 2-23 of the Long Range Plan.

END PRODUCT

To increase interlibrary loan and reference referrals filled through the Texas State Library Communications Network to 137,276 in SFY 1981.

To operate interlibrary loan offices in ten of the largest Texas public libraries (Major Resource Centers).

LSCA PRIORITY

Areas with inadequate library services.

APPROACH

Libraries attempt to meet the information needs of all their users from local library or information sources. When that is not possible, librarians in Texas public, special and academic libraries can receive interlibrary loan service by using the Texas State Library Communications Network (TSLCN). Requests are telephoned to the interlibrary loan referral center in the public library serving the geographical area as a Major Resource Center. Interlibrary loan staff will send materials from the MRC collection to fill the requests or will locate the needed material in the collections of other libraries by using the OCLC data base, the Texas Numeric Register, and other location tools. Requests will be referred to other libraries by means of computer using the OCLC interlibrary loan subsystem.

Requests for certain types of material that cannot be verified and/or located by the ILL referral center staff can be referred via OCLC to TSLCN Network Search Services for further searching. Subject requests that can't be answered can also be referred to NSS by toll-free telephone for reference backup services.

UNUSUAL FEATURES, INNOVATIONS, AND INVOLVEMENTS

The project will provide materials and information not available in the local library by providing interlibrary loan, reference referral and reference backup service to Texas public, special and academic libraries. It will provide for technical assistance and workshops to help Texas libraries, especially the smaller ones, make this service widely available to all citizens. It will make the resources of the major Texas public and academic libraries more widely available to all citizens.

TIMETABLE

May 1, 1980	Mail tentative contracts to MRC libraries
July 1, 1980	Mail final contracts to MRC libraries
September 1, 1980	Effective date of contracts
August 31, 1981	End of contract period

EVALUATION

Interlibrary loan statistics are collected at the Texas State Library and from each referral center monthly, and are cumulated semi-annually and annually. Evaluation criteria are the number and percentage of requests filled, cost per fill, and response time.

PARTICIPANTS

The participants in this project are all public, special and academic libraries in Texas and the Texas State Library.

LOCATION

The location of this project will be the entire state.

ADMINISTRATION

This project will be administered by contract and by the Texas State Library.

Title I - Project 5
Library Services for the Blind and Other
Physically Handicapped Persons

NEED

An analysis of the need of this project is under 10.6, page 2-86, of the Long Range Plan for Library Development, 1981-85.

OBJECTIVES

To increase the number of non-commercial title acquisitions by 25 titles per year. See Objective 10.6c, page 2-87.

To purchase 3,000 commercially-available volumes. Objective 10.6d page 2-87.

To circulate an average of 40 volumes per active reader per year. Objective 10.6f, page 2-87.

To maintain an average of 4 contacts per active reader per year. Objective 10.6g, page 2-88.

To reach and serve 6,000 new patrons annually. Objective 10.6l, page 2-89.

END PRODUCTS

The number of noncommercial title acquisitions will be increased to 227 by September 30, 1981.

The number of commercially-purchased volumes will be 3,000, by September 30, 1981.

The average annual level of circulation per active reader will be 40 volumes by September 30, 1981.

The average number of patron contacts will be 4 per active reader by September 30, 1981.

The number of patrons reached and served will be 66,006, by September 30, 1981.

LSCA PRIORITY

Service to physically handicapped persons.

APPROACH

The service will be carried out primarily by the Texas State Library, Division for the Blind and Physically Handicapped. Books and magazines in special formats will be mailed to registered patrons throughout the state.

Materials mailed will be those specifically requested by patrons, or materials chosen by agency staff in subject interest areas requested by patrons, or a combination of the two.

Non-commercial title acquisitions will be increased by a volunteer recording program, and by acquiring from other states recorded books which would be of interest to Texas patrons. Commercial title acquisitions will be primarily in large print format.

Contacts with patrons will be made in person, by telephone, and by mail (letters, newsletters, and other mass mailings as needed).

New patrons will be reached by using public service announcements on radio and television, and by articles in newspapers. All public service announcements will be released both in English and in Spanish.

TIMETABLE

December 31, 1980	56	non-commercial titles acquired
	750	commercial volumes purchased
	10	volumes circulated per active reader (average)
	1	contact per active reader (average)
	61,506	patrons reached and served
March 31, 1981	113	non-commercial titles acquired
	1,500	commercial volumes purchased
	20	volumes circulated per active reader (average)
	2	contacts per active reader (average)
	63,006	patrons reached and served

June 30, 1981	169	non-commercial titles acquired
	2,250	commercial volumes purchased
	30	volumes circulated per active reader (average)
	3	contacts per active reader (average)
	64,506	patrons reached and served
September 30, 1981	227	non-commercial titles acquired
	3,000	commercial volumes purchased
	40	volumes circulated per active reader (average)
	4	contacts per active reader (average)
	66,006	patrons reached and served

EVALUATION

Statistics will be kept at the State Library on commercial and non-commercial acquisitions, circulation, patron contacts, and new patrons reached. In addition, the Library of Congress, Division for the Blind and Physically Handicapped, will provide statistics on a portion of the magazine circulation.

PARTICIPANTS

Participants in this program are local, state, and federal agencies working with the handicapped, and various public and private schools, volunteer organizations, public libraries and institutions.

LOCATION

The location of this project will be the entire state.

ADMINISTRATION

This project will be administered by the Texas State Library, Division for the Blind and Physically Handicapped.

Title I - Project 6

Centralized Acquisitions For State Institutions

NEED

An analysis of the need for this project is to be found in Section 10.5 of the Long Range Plan, pages 2-56 through 2-85 of the Long Range Plan for Library Development, 1981-85.

OBJECTIVES

To assist state residential institutions in providing a full range of library services to residents. See Objective 10.5, page 2-56. To increase materials available in state institutional libraries through a centralized acquisitions program. See Objective 10.5, page 2-62.

END PRODUCTS

Approximately 6,000 items (books, audiovisual materials, subscriptions) will be added to the collections of institution libraries.

LSCA PRIORITY

Residents of state-supported institutions.

APPROACH

The Texas State Library may only grant money to cities and counties. It can, however, give library materials to other libraries. Therefore, accounts will be set up in the State Library against which the institutions will request books, and audiovisual materials. In this way the State Library will order and pay for the materials, with the institutions receiving the materials directly from the jobber. This arrangement will permit the institutions to take advantage of the State Library's discount on books (27.3 per cent for 1980).

To be eligible to receive an allocation, each institution must (1) have filed a report showing the amount of state funds expended for library materials in SFY 1980, and (2) complete a data collection survey on the collection, staff, and programs offered by their

resident's library. These documents will be similar to those prepared for the FY 1980 program (See Long Range Plan pp. 3-11 to 3-23).

Each eligible institution will receive a basic allocation of a fixed dollar amount. Additional funds will be allocated to those institutions which have expended state funds for periodicals, books and audiovisual materials. The amount of additional funds allocated to each institution will be calculated by a matching formula against that institution's reported expenditure of state funds for library materials.

An attempt will be made to schedule ordering deadlines that minimize the amount of funds remaining unencumbered on August 31, 1981, because of cancellation of orders by the jobber. In this way, institutions can receive the maximum benefits of these funds with minimal loss and administrative expense.

UNUSUAL FEATURES

The provision of additional library materials for residents of state institutions will enrich the lives of those people who cannot readily avail themselves of educational, cultural, and recreational opportunities meant for the general public.

By allocating the majority of program funds on a matching formula which keys into the amount of funds spent by the institution for library materials, the institutions will be provided an incentive to increase their state expenditures.

By allocating a basic amount (for FY 1980, $250) to all institutions which report, those institutions which have not expended state funds for library materials will have a nominal sum at their disposal. In this way, the use of federal funds to purchase new materials may stimulate the expenditure of state funds at those institutions.

Through the data collection instrument which will survey various quantitative aspects of the institutions' collections, staff, and programs, the State Library will gain a more thorough knowledge of the current state of library services and needs in the

state institutions.

Loss of funds due to back-ordering and cancellation of orders by the jobber at the time of project termination will be minimized by scheduling deadlines for ordering materials.

The institutions will purchase books under the State Library's discount rate. The 1980 rate is 27.3 percent. This discount will allow the purchase of more books for the institutions.

Through the purchase of books and audiovisual materials, the institutions can develop collection areas which, although needed by the residents, may not be allowed under stringent local budget constraints.

There is no coordinating authority among the six state agencies concerned with library service in state eleemosynary institutions. Because of restrictions concerning the transfer of funds between state agencies, the Texas State Library must independently provide impetus for improving library service within these state facilities. The state Library will, at the same time, structure this impetus to encourage increases in the local institutions' and the agencies' funding of library services to their residents. However, until qualitative and quantitative standards are mandated by accreditation agencies, and until the resolution of the current discussions concerning the establishment of community based facilities, it is unlikely that state agencies will commit sufficient funds for the development of quality library and information services.

TIMETABLE

Initial Notification of the program mailed to all institutions	June, 1980
Application (Expenditure Report and Survey) mailed to all institutions	August, 1980
Return applications to Texas State Library	November 30, 1980
Notification of allocation amounts sent to eligible institutions	January 30, 1981
Begin Expenditures	February 1, 1981

Funds Encumbered by Institutions June 1, 1981
Funds expended by Texas State Library August 31, 1981

EVALUATION

The number and format of materials purchased with federal funds wil be monitored in order to determine the impact of LSCA funds on the needs of the institutions as determined by cited standards.

The number of institutions submitting expenditure reports for the following fiscal year will be monitored to determine whether they have responded positively to the basic allocation amount approach. The level of local expenditures for library materials will also be monitored to determined whether the matching grant approach has served as an incentive to increase the local support.

The data gathered by the survey will enable the Texas State Library to evaluate the general condition of library services in state institutions by providing baseline statistics for trend analysis. An analysis of these statistics against cited standards will provide indicators of need.

PARTICIPANTS

State eleemosynary institutions will be asked to submit applications. These institutions are administered by the Texas Department of Corrections, Texas Department of Mental Health-Mental Retardation, Texas Youth Council, the Texas Department of Health, and the State Board of Education.

LOCATION

The location of this project is the entire state.

ADMINISTRATION

This project will be administered by the Texas State Library.

Title I, Project 7
Texas Reading Club

NEED

An analysis of the need for this project is under Criterion 11.10c, pages 2-106 and 2-107 of the Long Range Plan for Library Development, 1981-85.

OBJECTIVES

To increase the number of Reading Club items distributed yearly. See Objective 11.10c, page 2-107 of the Long Range Plan.

END PRODUCT

The number of items distributed will be 225,000 by August 31, 1980.

LSCA PRIORITY

Areas without service or areas with inadequate service. Low income persons in urban and rural areas.

APPROACH

Materials are distributed to all libraries returning the order form that appears in the summer issues of the Library Developments newsletter or as part of the program evaluation. Items to be distributed include a poster, bookmark, reading log, certificate, and planning manual.

UNUSUAL FEATURES, INNOVATIONS, IMPROVEMENTS

Beginning with the FY80 program, the word "summer" was deleted from the title of the program. This will allow the materials to be used year round as the librarian wishes.

A librarian's planning handbook will once again be prepared to aid librarians in designing programs based on the selected theme. This handbook includes information on the planning process, games, program ideas, and a bibliography.

TIMETABLE

Solicitation of ideas for theme and materials from the library community: Reading Club Evaluations due at Texas State Library — September, 1979

Selection of Theme and Slogan	May, 1980
Negotiation with artist/advertising agency for production of original art	June, 1980
Negotiation for writing of librarian's planning handbook	June, 1980
Publicity article in May-June issue of Library Developments, including order form	July, 1980
Reading Club evaluations mailed out, including order form for 1981 program	August, 1980
Deadline for receipt of orders	September 19, 1980
Reminder notices to 1980 participants who failed to return 1981 order	September 22, 1980
Final deadline for receipt of orders; tally of requested items prepared	October 10, 1980
Bid specifications for printing written and submitted	October, 1980
Editing of librarian's planning handbook	November, 1980
Bid let, materials printed	January, 1981
Materials mailed to participating libraries	March, 1981
Mail out of additional materials, as requested, until supplies are exhausted	April-August, 1981
Evaluation on 1981 program by participating libraries	August-Sept. 1981
Publication of evaluation results	November, 1981

EVALUATION

During the year, librarians may write or call in with their comments regarding the program. Each participating library is also mailed an evaluation form at the end of the summer which requests evaluation of the library's own program as well as the materials distributed by the Texas State Library.

PARTICIPANTS

All Texas public libraries are eligible to participate in the program. Institutional libraries may order materials; if an institution does not order, it is mailed a sample set.

LOCATION

The entire state of Texas.

ADMINISTRATION

The project is administrated by the Library Development Division at the Texas State Library.

Title 1 - Project 8
Statewide Video Project

NEED

An analysis of the need of this project is in Chapter 2 Sections 9.2d, 9.2e and 9.2f on pages 2-15 and 2-16 of the Long Range Plan for Library Development 1981-85.

OBJECTIVES

To meet extrapolated video standards statewide for number of titles; Objective 9.2d, page 2-16.

To add 200 titles per year and review additional formats; Objective 9.2e, page 2-16.

To increase the number of viewers; Objective 9.2f, page 2-16.

END PRODUCTS

Number of participating libraries: 121

New titles added: 200

Number of viewers: 64,000

LSCA PRIORITY

Areas with inadequate service

Persons with limited English speaking ability

Physically handicapped

APPROACH

The Media Consultant with the Library Development Division at the Texas State Library is responsible for the selection of materials, implementing policies and procedures, planning and conducting workshops, statistical reporting, making on-site visits, and providing consultation on request.

UNUSUAL FEATURES, INNOVATIONS, INVOLVEMENTS

The project is unique in that new members may join the project at any time. If a public library purchases equipment during a given year, every effort is made to supply it with a packet of videocassetes, as well as offering access to the Spot Booking Collection. Academic and special libraries may borrow materials from the Spot Booking Collection upon completion of an application.

Workshops will be conducted throughout the year to provide information on uses of video and future projections for the industry.

TIMETABLE

Workshop	November, 1980
Purchase new materials	January-May, 1981
Project evaluation due at Texas State Library	March 27, 1981
Workshop	May, 1981
Project Evaluation Due at Texas State Library	August 31, 1981

EVALUATION

Attendance records at showings from the Spot Booking Collection and monthly audience counts from the packets are compiled by the Texas State Library. Two narative evaluation reports are also required of each project library. Workshops are evaluated at the end of each session by participants.

LOCATION

Location of the project is the entire state of Texas.

PARTICIPANTS

PUBLIC LIBRARIES

Texas Panhandle Library System (Amarillo)
Brownsville City/College Library
Herman Brown Free Library (Burnet)
Audelia Road Branch Library (Dallas)
Dallas West Branch Library
Martin Luther King Library (Dallas)
Hampton Illinois Branch Library (Dallas)
Denison Public Library
TLL Temple Memorial Library
Donna Public Library
Edinburg Public Library
El Paso Public Library

Elsa Public Library
Ed Rachal Memorial Library (Falfurrias)
Farmers Branch Public Library
Nicholson Memorial Library (Garland)
Graham Public Library
Grand Prarie Memorial Library
Houston Public Library
Irving Public Library System
Butt-Holdsworth Public Library (Kerrville)
Kleburg Public Library (Kingsville)
Lubbock City/County Library
Marshall Public Library
McAllen Public Library
Mercedes Public Library
Mesquite Public Library
Speer Memorial Library (Mission)
Pharr Memorial Library
Harrington Public Library (Plano)
Reber Memorial Library (Raymondville)
Richardson Public Library
Sherman Public Library
Victoria Public Library
South Waco Branch Library
Porter-Doss Memorial Library (Weslaco)
Pasadena Public Library
Hillendahl Branch Library (Houston)
Tyler Public Library

ACADEMIC LIBRARIES

Abilene Christian University Library
Hardin-Simmons University Library
Sul Ross State University Library
Austin Community College Library
Houston-Tillotson College Library

St. Edwards University Library
University of Texas - Austin Undergraduate Library
University of Texas - Austin Tarlton Law Library
Lamar University Library
Bee County College Library
Frank Phillips College Library
Panola Junior College Library
Cisco Junior College Library
Texas A&M University Library
El Centro College Library
Richland College Library
North Texas State University Library
El Paso Community College Library
Texas Christian University Library
Texas Wesleyan College Library
Galveston College Learning Resources Center
Rice University Library
North Harris County College Library
Houston Baptist University Library
Texas Southern University Library
University of Houston - Central Campus Library
University of Houston - Clear Lake City Library
University of Houston - Downtown College Library
Tarrant County Junior College Library
Tarrant County Junior College Library (Hurst)
Kilgore College Learning Resources Center
Brazosport College Library
Laredo Junior College Library
Laredo State University Learning Resources Center
South Plains College Library
LeTourneau College Library
Texas Tech University Health Science Center Library
Agelina College Library
Eastfield College Library

Midland College Library
Stephen F. Austin State University Library
Paris Junior College Library
San Jacinto College Library
Wayland Baptist College
University of Texas - Dallas Library
San Antonio Community College Library
Incarnate Word College Library
St. Mary's University Library
Trinity University Library
Texas College of Osteopathic Medicine Library
University of Texas - San Antonio Library
Southwest Texas State University Library
Western Texas College Library
East Texas State University Library
College of the Mainland Learning Resource Center
Vernon Regional Junior College Library
Victoria College Library
Wharton County Junior College Library
Midwestern State University Library

OTHER LIBRARIES

Abilene State School
Greater South Texas Cultural Basin Committee
Texas Board of Pardons & Paroles
Texas Department of Human Resources
Texas Department of Mental Health & Mental Retardation
Texas Department of Water Resources
Texas Parks & Wildlife Department
Texas School for the Blind
Texas School for the Deaf
Corpus Christi State School Library
El Paso State Center
McDonald Observatory Library

Gainsville State School Library
Lufkin State School
Mexia State School Library
West Texas Childrens Home
San Antonio State Chest Hospital Library
Terrell State Hospital Library
Vernon South Library (MHMR)
Texas State Technical Institute Library
Waco State Home
Texas Employment Commission
Library Conoco

ADMINISTRATION

The project will be administered by the Texas State Library.

PROJECT REPORT

For Titles I and III of the Library Services and Construction Act, P.L. 84-597, as Amended. *(Read the Instructions before completing this report)*

An answer is required for each item on this form.

THIS REPORT IS FOR ☒ A PROPOSED PROJECT ☐ AN ACTUAL PROJECT

FISCAL YEAR ENDING SEPTEMBER 30, 1981

TITLE: I FFY 1981

STATE: TEXAS

PROJECT NO.: 9

SECTION A – PROJECT DATA

1. NAME *(Identify if state agency, regional or local library, organization, or institution that will administer the project)*: Texas State Library

TELEPHONE *(Area code, Number, Extension)*: 512/475-4119

ADDRESS *(Number, street, city and State)*: P.O. Box 12927/Capitol Station, Austin

COUNTY: Travis

ZIP CODE: 78711

CONGRESSIONAL DISTRICT(S) *(If less than entire State, list by number)*: Entire State

2. NAME OF PROJECT: Major Resource Center Bibliographic Network

3. PROJECT DATES ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

IF CONTINUING, GIVE PREVIOUS PROJECT NUMBER: 1,9

a. ESTIMATED TOTAL TIME SPAN *(years)*: NA

b. PROJECT BEGAN: 1974

c. PROPOSED TERMINATION DATE: NA

4. GEOGRAPHICAL AND POPULATION DATA *(Complete all of the sub-items applicable to this project)*

(1) NUMBER OF PERSONS SERVED BY PROJECT

a. PROPOSED 11,196,730 b. ACTUAL

(2) POPULATION, BY TYPE OF GEOGRAPHIC AREA *(Give best estimate of the number and distribution of persons in the area served by the project)*

a. URBAN 8,923,794 (79.7%) b. SUBURBAN c. RURAL 2,272,937 (20.3%)

5. FOR TITLE III, INDICATE TYPE OF PROJECT

(1) ☐ BIBLIOGRAPHIC SERVICES (3) ☐ REFERENCE SERVICE

(2) ☐ COMMUNICATIONS NETWORK (4) ☐ TECHNICAL PROCESSING SERVICE

(5) ☐ OTHER *(Specify)*

d. TOTAL 11,196,730

6. TYPE OF GROUP *(Check the box which best describes the population served by the project)*

(1) ☐ ECONOMICALLY DISADVANTAGED (2) ☐ INSTITUTIONALIZED

(3) ☐ PHYSICALLY HANDICAPPED; GIVE NUMBER THAT IS BLIND

(4) ☐ LIMITED ENGLISH-SPEAKING (5) ☒ GENERAL PUBLIC

(6) ☐ OTHER *(SPECIFY)*

7. AGE GROUP SERVED *(Give best estimate of the distribution of persons served in the project by age groups (see item 4(1))*

(1) CHILDREN *(age 0-14)*: 3,359,019 (30%)

(2) YOUTH *(age 15-24)*: 2,015,411 (18%)

WORKING AGED: 4,814,554

(3) GRADUATE *(age 25-64)*: 43%

(4) AGED *(age 65 and over)*: 1,007,706 (9%)

8. ETHNIC OR RACIAL GROUP SERVED *(Give best estimate of number of persons served by race or ethnic group)*

a. NATIVE AMERICANS

b. ORIENTALS

c. BLACKS 1,343,608 (12%)

d. WHITES 7,725,743 (69%)

e. SPANISH-SPEAKING 2,127,379 (19%)

(Specify) Mexican-American

f. OTHER

TOTAL *(a-f)* 11,196,730

9. NUMBER OF PARTICIPATING LIBRARIES AND AGENCIES

(1) TOTAL *(Sum of items (2) thru (11))*: 385

(2) PUBLIC: 385

(3) SCHOOL

(4) VOCATIONAL

(5) JR. COLLEGE

(6) OTHER ACADEMIC

(7) SPECIAL

(8) HOSPITALS

(9) CORRECTIONAL

(10) RESIDENTIAL SCHOOLS

(11) OTHER

SECTION B – EXPENDITURES REPORT

SUMMARY OF EXPENDITURES *(Fill in Line 1 for "PROPOSED" and Line 2 for "Actual" expenditures.* Round all amounts to nearest dollar)

BY CATEGORY *(Columns 1-7)* | BY SOURCE *(Columns 8-11)*

PROJECT	SALARIES AND WAGES (1)	BOOKS (2)	AUDIO-VISUAL MATERIALS (3)	EQUIPMENT (4)	CONTRACTUAL SERVICES (5)	OTHER EXPENSES (6)	TOTAL FOR PROJECT (7)	FEDERAL FUNDS (8)	STATE FUNDS (9)	LOCAL FUNDS (10)	TOTAL (Must equal Col. 7) (11)
1. Proposed	0	0	0	0	204,000	0	204,000	204,000	0	0	204,000
2. Actual											

SECTIONS C AND D

I CERTIFY that all of the information contained herein is correct to the best of my knowledge.

NAME OF HEAD, STATE LIBRARY AGENCY *(Type)*: Dorman H. Winfrey

SIGNATURE: Dorman H. Winfrey

DATE: April 2, 1980

(See reverse of this form)

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50

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Title I - Project 9

Major Resource Center Bibliographic Network

NEED

An analysis of the need for the project is under Goal A. Section 1 pages 2-1 through 2-2 of the Long Range Plan for Library Development, 1981-85.

OBJECTIVES

To increase the number of First Time Users (FTU's), reclassifications, updates, and original inputs of library materials added to the OCLC data base by 140,000 annually.

END PRODUCTS

In SFY 1981 to catalog 140,000 library materials owned by the Major Resource Center in OCLC.

LSCA PRIORITY

Strengthening metropolitan libraries which serve as national or regional resource centers.

APPROACH

On behalf of the Texas Library System, the State Library will contract with the AMIGOS Bibliographic Council for computer assisted cataloging and/or serials check-in services for the ten Major Resource Centers. Funds will be allocated to an account for each Major Resource Center in proportion to the Major Resource Center's cataloging activity in OCLC. Eligible costs will include a portion of the FTU fees and annual assessments per terminal at a rate established by AMIGOS for all its members. Major Resource Centers will pay all other charges due AMIGOS, such as those for catalog cards, accession lists, computer tapes of local records, microform catalogs, etc.

UNUSUAL FEATURES, INNOVATIONS, INVOLVEMENTS

Conditions for participation in this project are that the Major Resource Centers catalog all newly acquired materials in the appropriate media formats through the OCLC system, continue to

serve as a Major Resource Center for a regional library system, continue to serve as an interlibrary loan and information referral center for the Texas State Library Communications Network, allow free and easy access to the terminals for verification of interlibrary loan requests, and actively participate as members of the AMIGOS Bibliographic Network in accordance with all policies.

TIMETABLE

Contract Begins	September 1, 1980
Statistical Reports of Cataloging Activity Due	Monthly
Narrative Evaluation Report Due	August 31, 1981
Contract Ends	August 31, 1981

EVALUATION

The success of the project will be judged by the total number of library materials cataloged using the OCLC system.

PARTICIPANTS AND LOCATION

Abilene Public Library	El Paso Public Library
Amarillo Public Library	Fort Worth Public Library
Austin Public Library	Houston Public Library
La Retama Pub. Lib. (Corpus Christi)	Lubbock City-County Library
Dallas Public Library	San Antonio Public Library

ADMINISTRATION

The administration of the project will be by the Texas State Library and selected contractors as required.

Title I - Project 10

Statewide Public Information Project (SPI)

NEED

An analysis of the need for this project is under Goal A, Section 11.10a-b, pages 2-106 and 2-107, of the Long Range Plan for Library Development 1981-85.

OBJECTIVES

To distribute materials promoting libraries. Materials usually include, but are not limited to, television and radio spots, newspaper ads, billboards, buttons, and bookmarks. Distribution is handled through the Texas State Library to the regional library systems.

To collect more data with which to conduct a needs assessment. See Objective 11.10b page 2-107 of the Long Range Plan.

END PRODUCTS

At least one television spot and three radio spots will be produced in FY81.

LSCA PRIORITY

Areas without service, or with inadequate service.

APPROACH

The Texas State Library will work along with the Texas Library Association Ad Hoc Committee on Public Relations and the Advisory Committee on Public Relations in preparing bid specifications and selecting an advertising agency. The Ad Hoc Committee on Public Relations is appointed by the President of the Texas Library Association.

TIMETABLE

Work on bid specifications with TLA Ad Hoc Committee on Public Relations and Advisory Committee on Public Relations	July, 1980
Solicit bids and concept proposals from advertising agencies	August-Sept., 1980

Presentation by top five advertising firms and award of contract	October, 1980
Receive ideas for campaign	November 14, 1980
Review "rough cuts" of television and radio spots	January 9, 1981
Receive Materials for campaign	February 27, 1981
Distribute materials	March-April, 1981
Present materials at Texas Library Association Conference	April, 1981

EVALUATION

Surveys will be sent to television and radio stations to determine if the spots are receiving air time.

PARTICIPANTS

Participants will be all public libraries in Texas.

LOCATION

Statewide.

ADMINISTRATION

The project and contract administration with the selected advertising agency will be handled by the Texas State Library.

Title I, Project 11
Continuing Education
Texas State Library

NEED

Analysis of the need for this project is found in Section 10.8b, pages 2-93, 2-94, and in sections 11.10d - 11.10e, pages 2-107 through 2-109 of the Long Range Plan for Library Development, 1981-85.

OBJECTIVES

Objectives for this project are found in Sections 10.8a, 10.8b, and 10.8c, pages 2-93 and 2-94 and Sections 11.10d - 11.10e, pages 2-108 and 2-109 of the Long Range Plan.

END PRODUCTS

Number of staff and trustees receiving training: 2,500

Number of student workshop hours provided by the Texas State Library: 5,500

Number of persons receiving consultation: 10,000

Number of informational materials distributed/circulated: 55,000

Number of instructional manuals distributed: 4,035

LSCA PRIORITY

Areas without service or areas with inadequate service.

APPROACH

The Texas State Library provides training, production of instructional manuals, distribution of informational materials and consultation, technical assistance to librarians, library board members and interested citizens. Workshops are designed to meet educational needs identified through assessment surveys, analysis of innovations taking place within the profession, and specific requests that have state-wide implications. The Media, Outreach/-Institution and Continuing Education Consultants plan and implement at least two workshops per year. Expert presenters are contracted to conduct workshops in a variety of areas for

librarians working in all types of libraries. Consultations via telephone, on-site visits and written correspondence is provided by each consultant. Information is distributed to the library community through memos, letters and the Library Developments newsletter, instructional materials are prepared to complement workshops or to be used as self-study guides. The Trustee Handbook and the Texas Reading Program Manual are examples of instructional materials which can be used as self-study guides or as background reading for training sessions.

UNUSUAL FEATURES, INNOVATIONS AND INVOLVEMENTS

Workshops planned for FY 1981 will build upon the skills and information introduced in previous training sessions. In FY 1979 and 1980 the Texas State Library sponsored two series of reference workshops in several locations. A packaged workshop, Evaluating Reference Services, will be presented in September, 1980. This workshop will be available to the ten library systems on request.

Video and public relations workshops for librarians participating in the Video and the Statewide Public Information Projects will be presented in the fall and spring. The video workshop will continue to provide information about cable television, production techniques and current video trends, while the public relations workshop will begin a new series of training sessions. Workshops in the areas of outreach and institutional services will also be conducted in FY 1981.

In cooperation with the System Coordinators, the Library Development Division will sponsor a two day state-wide workshop for members serving on the ten Texas Regional Library System Advisory Councils. Participants will have an opportunity to attend the Texas State Library and Archives Commission meeting which will culminate the workshop. If successful, future training of advisory councils will be planned.

Dr. Sara Fine, Associate Professor, University of Pittsburg, will conduct a Consulting Skills Workshop as part of staff development training for System Coordinators and staff.

Results of th Literacy Survey conducted by the Southwestern Library Association will be analyzed and a plan for action will be prepared by the Outreach Consultant.

The Task Force on Library Continuing Education will present the Continuing Education Plan to the Texas Library Association, Texas State Library and Archives Commission and other professional library organizations and associations for their approval. This Plan was developed by a twenty-five member Task Force during FY 1980. An appropriate agency to coordinate continuing education activities in Texas will be selected to carry out the six functions of the Plan. Information about available job opportunities is offered through the Texas State Library Jobline. The Jobline, a toll free WATS line for Texans only, began operating successfully in February, 1980.

TIMETABLE

Evaluating Reference Services	September, 1980
The Texas System Advisory Council Conference	October, 1980
Video Workshop	November, 1980
AACR2	November, 1980
Texas Reading Club Manual	January, 1981
Consulting Skills	February, 1981
Film Librarians Meeting	February, 1981
Institution Meeting	April, 1981
Trustee Manual	May, 1981
Public Relations Workshop	May, 1981
Outreach Services Workshop	June, 1981

EVALUATION

Evaluation of the continuing education activities will be measured by the number of consultations including technical assistance and reference questions answered, student workshop hours provided for both librarians and library board members, and informational/instructional materials distributed.

Workshops are always evaluated by participants who indicate how well their needs and objectives were met. Since the direction of the Texas State Library is to develop workshops that will be reproduced, the success of the prototype workshops will be determined by the number of workshops repeated in the Regional Library Systems.

PARTICIPANTS

Participants are librarians working in public, school, academic and special libraries as well as library board members and interested citizens.

LOCATION

The State of Texas.

ADMINISTRATION

The project is administered by the Texas State Library.

Title I - Project 12
Urban Library Aid

NEED

An analysis of the inadequacy of Major Urban Resource Libraries' (MURLS) collections to meet the needs of individual users and libraries throughout the regional area in which each is located is contained under Goal X, Criterion 10.3e, page 2-55 of the Long Range Plan for Library Development, 1981-85.

OBJECTIVES

To add 6,000 monographs to the collection of the MURLS and thereby enhance their capabilities to serve the State through on-site use of the collection or reference services. (Objective 10.3e, page 2-55) of the Long Range Plan.

END PRODUCT

In FY 1981, 6,000 volumes will be added to the collections of the MURLS and each MURLS will verify the extent of use of the collection by nonresidents.

LSCA PRIORITY

Major Urban Resource Libraries.

APPROACH

On behalf of the MURLS, the State Library will centrally purchase monographs selected by the MURLS. The materials will be shipped directly to the MURLS, but invoices will be sent to the State Library. By centralizing the ordering and purchasing of these materials, in indirect costs and auditing costs associated with subgrants can be avoided. Each MURL that elects to participate in the project will be allocated the same part of the materials budget as the population of the urban city is to the total population of all cities participating in the project.

UNUSUAL FEATURES INNOVATION APPROACHES

Each library that participates in the project must:

(1) be a public library located in a city of 100,000 or more persons;

(2) have a collection of 100,000 or more book volumes;
(3) allow any person on-site use of the collection or reference services without charge; and
(4) provide verification that services have actually been provided to persons living outside of the local political subdivision(s) that financially support(s) the library.

The service area of each MURL is defined to be the area outside of the city and county that financially supports the library, and may include persons from adjacent states or nations. Verification that on-site use of the collection has been provided to persons living outside the local service area must be:

(1) an actual count of materials loaned to non-residents; or
(2) an actual count of library cards issued to non-residents; or
(3) the results of a survey of persons entering the library building and/or calling for telephone reference service to determine the proportion of non-residents served on-site or by phone on the sample days. The sample days will be selected by the State Library.

During the 1980 MURLS program, no library elected to conduct a survey of non-resident use on sample days. It is expected that this will also be true during the 1981 program.

Because the 27.3% discount with the jobber under contract with the State is an across-the-board discount, it has been suggested that the MURLS could maximize their purchasing power by ordering, through this program, items which they would normally obtain on short discount or for net cost.

To compensate for the discount and for cancelled back orders, the MURLS were told to submit orders for 20% more than the amount of the allocation.

After December 1, 1980, each MURL will be notified monthly of the budget status of accounts with unencumbered funds of $25.00 or more.

TIMETABLE

July, 1980	Notification of the program and review of general procedures.
September, 1980	Order Blanks and Guidelines mailed to MURLS
February, 1981	All Funds Encumbered
August 31, 1981	Report on Non-Resident Use
August 31, 1981	All Funds Expended

EVALUATION

Success of the project will be judged by the extend of non-resident use of the MURLS collections on-site.

PARTICIPANTS AND ENTITLEMENT

City	% of Urban Population	Allocation
Houston	27.19%	$16,821
Dallas	15.86	9,812
San Antonio	14.65	9,063
El Paso	7.31	4,522
Ft. Worth	6.88	4,256
Austin	5.85	3,619
Corpus Christi	4.05	2,506
Lubbock	3.10	1,918
Amarillo	2.64	1,633
Arlington	2.23	1,381
Garland	2.22	1,374
Beaumont	2.19	1,356
Irving	1.96	1,214
Pasadena	1.93	1,195
Waco	1.93	1,195
		$61,865

According to the Office of Education guidelines, Texas may use 42.5% of its share of the LSCA funds over $60 million for the Major Urban Resource Libraries (MURLS) Program. For FY 1981, this amounts to $61,865.

ADMINISTRATION

This program will be administered by the Texas State Library.

Title I - Project 13
Texas State Library JOBLINE

NEED

Analysis of the need for this project is found in Section 10.8a, page 2-92 of the Long Range Plan for Library Development 1981-85.

OBJECTIVE

To promote within public libraries the maintenance of adequate numbers of staff. See Objective 10.8a, page 2-93 of the Long Range Plan.

END PRODUCTS

Number of employers listing on the JOBLINE: 456

Number of persons calling into the JOBLINE: 4800

LSCA PRIORITY

Improve and strengthen the capability of the state library administrative agency to meet the needs of all of the people of the state.

Areas without service or areas with inadequate service.

APPROACH

This project is being carried out under the direction of the Communications Assistant within the Library Development Division of the Texas State Library. The Communications Assistant is responsible for collecting and editing job descriptions, updating the tape recording weekly, scheduling volunteer recorders, and collecting statistics on positions listed with the purpose of evaluating the effectiveness of the project.

UNUSUAL FEATURES, INNOVATIONS, INVOLVEMENTS

The use of a toll-free WATS line for persons within the state of Texas is unique to the JOBLINE. The continual updating of the recording assures the listener of currently available positions.

By having the hours of operation at night and on weekends, the JOBLINE does not interfere with daily working hours either for

Texas State Library staff or the persons seeking employment.

TIMETABLE

Implementation	February, 1980
Evaluation of service by employers listing on the JOBLINE	April, 1981

EVALUATION

Employers will be sent a questionnarie for the purpose of evaluating the service from their viewpoint.

LOCATION

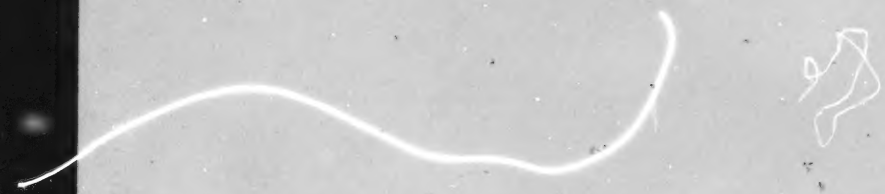
The location of this project is the entire state of Texas.

PARTICIPANTS

Library employers and potential employees of library-related positions in Texas.

ADMINISTRATION

The project is administered by the Library Development Division at the Texas State Library.



Title III - Project 1
Demonstrations of Interlibrary Cooperation

NEED

An analysis of the need for this project is found in the Long Range Plan for Library Development, 1981-85, under Criterion 4.1 through 4.4 on pages 2-4 and 2-5; Criterion 5.1 and 5.2 on pages 2-5 and 2-6; Criterion 7 on page 2-6; and Criterion 8 on page 2-6.

OBJECTIVES

Objectives for this project are found in the Long Range Plan as the following:

"To develop multitype library systems throughout the state..." (Objective 4 on page 2-4).

"To encourage multitype library coodination, particularly through the administration of LSCA Title III grants to facilitate significant cooperative ventures with potential for long-term impact." (Objective 5 on page 2-5).

"To encourage...lending...of new information media and data bases in all types of libraries." (Objective 7 on page 2-6).

"To explore timely and cost-effective delivery of information and library materials through such methods as van service, facsimile transmission, and satellite and cable communications." (Objective 8 on page 2-6).

The purpose and scope of this project are cited in the Long Range Plan (pages 8-2 and 8-3) and in the Grant Application Guide attached (Section I.A.)

END PRODUCT

Depending upon availability of funds, grants will be awarded to subgrantees to demonstrate interlibrary cooperation between two or more types of libraries.

LSCA PRIORITY

"Promoting interlibrary cooperation among all types of libraries."

APPROACH

The objectives for this project will be accomplished through contracts with public libraries, academic libraries, school libraries, technical information and research libraries; systems or consortia of such libraries; or directly by the Texas State Library. The attached guidelines and grant application forms were prepared by the Texas State Library and will be distributed upon request. Libraries will be notified of the discretionary grant program through an announcement in Library Developments newsletter and through selected direct mailings.

UNUSUAL FEATURES, INNOVATIONS, INVOLVEMENTS

Dissemination of information regarding subgrant projects is accomplished through the publication of project abstracts in the Library Developments newsletter. Photocopies of project applications and proposals as well as evaluation reports are made available upon request. Studies and final project reports are submitted by the Texas State Library to U.S. Office of Education. Additional copies of special reports are cataloged and circulated from the Texas State Library's Library Science Collection to ensure easy availability and the widest dissemination possible.

TIMETABLE

See objectives 11.7a - d on pages 2-97 and 2-98; objective 11.9d on pages 2-103 and 2-104; of the Long Range Plan and page 1 of the attached guidelines.

EVAULATION

Proposals will be submitted by applicants in accordance with guidelines prepared by the Texas State Library staff and approved by the Texas State Library and Archives Commission. Proposals will be evaluated by the staff, and final recommendations regarding funding will be presented to the State Library and Archives Commission for review and approval. Proposal guidelines are attached.

Subgrantees must complete and file with the State Library the following documents: (1) three Evaluation Reports; (2) four Quarterly Expenditure Reports of grant disbursement and/or encumbrances; and (3) one Final Audit of grant funds due five months following the termination of the grant.

Failure to submit any of the required documents shall constitute defaulting on the contract and shall be grounds for withholding grant funds. Audits shall be reviewed by the State Library staff, and any audit exceptions will be resolved.

Page 3-4 of the Long Range Plan is the evaluation outline which serves as a guide for preparing narrative reports. Each subgrantee may revise goals and objectives which prove unattainable or unrealistic during the fiscal year. Subgrantees are expected to meet their objectives by the end of the project year.

On-site visitations to project sites may be conducted by State Library staff during the project year.

PARTICIPANTS

Public, academic, school libraries, technical information and research libraries, and systems or consortia of such libraries are eligible to participate in the project.

GEOGRAPHIC LOCATION

The geographic location of this project is the entire state.

ADMINISTRATION

The project is administered by local agencies under contract with the Texas State Library. State Library personnel involved in the project are the Assistant State Librarian, the Director of Library Development Division, the Manager of the Planning and Management Department, the Planner, the Grants Administrator, the Statistician, the Office Supervisor, the Statistics Assistant, and two Administrative Assistants.

Members of the LSCA Advisory Council may participate in the review of grant applications.

LIBRARY SERVICES AND CONSTRUCTION ACT

TITLE III

INTERLIBRARY COOPERATION

GRANT APPLICATION GUIDE

Texas State Library
Library Development Division
Planning and Management Department
Austin, Texas 78711
February 29, 1980

Timetable for FFY 1980 LSCA Title III Grants

February 29, 1980	Application guidelines mailed.
April 30, 1980	Applications due at the Texas State Library.
June 5, 1980	Review and Recommendations of LSCA Advisory Council to Staff
June 30, 1980	Notification of applicants of Staff Recommendations to Commission
August 1, 1980	Texas Library and Historical Commission approves grant awards.
September 1, 1980	Projects begin
February 28, 1981	End of first evaluation period.
March 31, 1981	First evaluation report and expenditure report due at the Texas State Library.
August 31, 1981	Projects end; all funds to be obligated.
September 30, 1981	Final evaluation report and expenditure report due at the Texas State Library.
November 30, 1981	All obligations to be liquidated.
February 1, 1982	Final audit due at the Texas State Library.

I. Title III Program Description

A. Purpose and Scope

LSCA Title III grants may be used:

> for planning for, and taking other steps leading to the development of, cooperative networks; and
> for establishing, expanding, and operating local, regional, state and interstate cooperative networks of libraries, which provide for the systematic and effective coordination of the resources of school, public, academic and special libraries and information centers for improved supplementary services for the special clientele served by each type of library or center. (Library Services and Construction Act, P.L. 84 - 597, as amended.)

The Texas State Library seeks to provide funding whereby innovative information services are made available through demonstration grants. Objectives are:

1. To encourage multi-type library coordination, through the administration of LSCA Title III grants, to facilitate significant cooperative ventures with potential for long term impact.

2. Provide start-up funds for interstate, statewide, regional and local networks of library and information centers, consisting of two or more types of libraries.

3. To coordinate all network developments with national, regional, and state trends and systems designs in order to develop a state-based network, including all Texas libraries, that is compatible technically and operationally with future networks.

4. To demonstrate in a regional and/or statewide library and information network, services, hardware, access procedures, or bibliographic tools that will make available the total information and informational resources of Texas libraries to the primary users of each library type, including the information resources of state government agencies.

5. To conduct demonstrations of interlibrary cooperation in accordance with standards set by the appropriate federal agencies or national associations.

6. To produce and/or provide access to union lists, cumulative indices, directories, and other bibliographic tools to facilitate rapid identification, access, and referral.

7. To coordinate and assist in developing computer support for individual or cooperative library processing or information retrieval.

8. To demonstrate lowcost communications systems between and among Texas libraries and information centers.

9. To support or conduct research, development, and evaluation in areas of statewide or interstate concern, and to disseminate information relating to those areas of concern.

(Objectives 2-9 are adaptations from the National Commission on Library and Information Science's National Program, Second Draft, Revised, pages 95-96, September 15, 1974, Washington D.C.)

10. To provide information to the public about cooperative networks of libraries, which provide for the systematic and effective coordination of the resources of the school, public, academic, and special libraries and information centers for improved supplementary services for the special clientele served by each type of library or center.

B. Definitions

Title III Subgrants are awards of federal funds to libraries or other organizations for performance of specific activities. The Texas State Library administers the subgrants.

Types of libraries are academic, public, school and special.

C. Eligible Projects

Projects which demonstrate innovative provision of information or materials are eligible for funding consideration. Generally it is not the intent of this program to provide continuing operational funds beyond the initial demonstration period. The building or the renovation of facilities is not an allowable expense. Equipment and vehicle purchases may be allowable as specified in Section IV, B, (1) of this document. Proposals must involve two or more types of libraries. No library materials may be purchased with LSCA Title III funds. Proposals requiring the hiring of consultants, the cost of which will exceed $10,000 per year with any individual or firm including the Title III Applicant itself, are contingent upon a finding of fact by the Governor that a need exists for the services to be purchased. Proposals requiring the Texas State Library to rent, lease or purchase a computer or any additional data processing equipment or service will require the advice of the Systems Division of the State Auditors' Office.

Proposals from state agencies, state colleges or universities or any other agency that will require an Interagency Cooperation Contract as authorized by Article 4413 (32) V.C.S., are subject to prior approval by the State Purchasing and General Services Commission. Interagency Cooperation Contracts may not be used to purchase capital outlay items; services, supplies, or materials for another agency which are required by Section 21 (constitutional items) of Article 16 of the Constitution of Texas to be supplied under contract given to the lowest bidder; and services for a period transcending the current biennial period. Work to be performed under Interagency Contract may not be subcontracted nor can an outside consultant be employed except where the consultant is incidental to the work to be performed.

D. Eligible Applicants

LSCA Title III subgrants and contracts may be awarded to the city or county governing authorities of Texas system member public libraries, academic institutions, special libraries, school districts, consortia of libraries, and organizations of libraries. Documentation must be included with the grant application indicating that two or more types of libraries will be impacted by the proposed project. If a single institution (i.e., an academic, public, special or school library) is submitting the application, then the attached Library Concurrence form must be signed by each of the participating libraries and included with the proposal document to indicate that one or more libraries of a different type are involved in the project. In the case of applications to join a Library Network, an official of the Library Network must sign the Concurrence form.

E. Funds Available

A total of $ 207,109 is expected to be made available in LSCA Title III funds in FFY 1980 for Texas. There is no specific allocation formula within Texas, and no predetermined limitation on the amount per project.

F. Criteria for Award

The following criteria are to be used in evaluating Title III proposals. For several criteria, a range of points has been indicated. Where there is no range of points indicated, a proposal will be credited with all or none of the points. The total number of points is 100.

1. Needs

Documentation of need and inadequacy of present service to respond to the need

	Points	
a.	+1	description of need
b.	+1	explanation of inadequacy of current resources
c.	+1	explanation of how these needs and resources were assessed
d.	+1	description of how the proposed program will help solve the problem
e.	+1	evidence of consideration of alternative solutions, and the basis for their rejection

2. Purpose

	Points	
a.	+2	clear statement of purpose for proposed program
b.	+1 - +10	relevance of proposal to Title III purposes
c.	+2	program objectives clearly related to the identified needs
d.	+2	methods for meeting objectives clearly stated and feasible
e.	+2	additional advantages of proposed program

3. Scope

	Points	
a.	+2	clear statement of which libraries/service agencies are to be involved, and how. If applicable, a statement of which and how many persons are to be targeted for service
b.	+1 - +3	How good is the potential for utilizing project results in other projects? (+1 fair, +2 good, +3 excellent)
c.	+2 - +10	What is the relationship of the project to other library developments? Priority in scope will be given in the following order: 10 statewide 8 intersystem 6 regional (system) 4 subregional 2 local
d.	+2 - +6	How significant is the project concept for library development in Texas? (+2 fairly important, +4 very important, +6 crucial)
e.	+6	Is the project concept innovative?

4. Budget

Points

a.	+4	appropriate and justified
b.	+4	local in-kind or cash support documented
c.	+4	cost is appropriate to amounts of service outputs

5. Staffing

Points

a.	+4	project manager already designated and well qualified
b.	+3	project staffing appropriate

6. Plan of Operation

Points

a.	+3	a timeline specifying when critical events must be completed and their relationship
b.	+2	an organization chart or narrative that describes relationship of project staff to one another and to library management structure
d.	+2	a description of facilities, equipment, and/or library materials needed for the project and method of procurement: in-kind contribution, lease or purchase
d.	+2	a monthly scheule of Requests for Funds from the Texas State Library
e.	+3	a description of the method of reporting project status to governing authority

7. Plan for Evaluation

Points

a.	+3	measurable objectives
b.	+2	methods of collecting performance data reasonable and adequate

8. Publicity Plan

Points

+2 adequate plan for publicizing the results of the project

9. Other

Consideration will be given to funding a diversity of library projects.

Points

+1 - +12

G. Length of Projects

Funding for projects will not exceed 12 months. There is no minimum length of time for project operation. Subgrant awards will be made during the period September 1, 1980 through August 31, 1981.

II. Application and Award

A. Application Schedule

Applications for Title III subgrants should bear postmarks no later than April 30, 1980. Only one copy of the proposal is necessary.

B. Application

Application packets are available from the Texas State Library, Library Development Division, P.O. Box 12927, Capitol Station, Austin, Texas 78711. The following sections must be submitted with each proposal:

1. LSCA Cover Sheet.

2. Authorization for Application. A copy of this form must bear the signatures of the library director, the project director, and the representative of the governing authority empowered to enter into grant agreements or contracts.

3. Proposal Document. The proposal document should be organized to follow the major headings of the criteria set forth in Section F. An abstract of the proposal document (suitable for use in a news release) must be included with the application.

4. Library Concurrence. This form must be completed by each library participating in the project to verify their approval of the application and to verify the participation of two or more types of libraries. A Library Concurrence form would not be completed by each member of an organization, consortia, or system of libraries if the organization involved more than one type of library. In the event of a single type of library organization, the library (ies) representing the second type would complete the form.

5. Budget Document. For each project proposal, the enclosed budget sheet must be completed. NOTE: For those libraries whose governing authorities require different budget categories, please attach an additional sheet showing all local budget categories from which you will expend funds and the expense codes (numbers and descriptive phrases) used by your local government. This information is essential to write the contract correctly.

C. Awards Procedures

The Library Services and Construction Act Advisory Council will review and evaluate all Title III proposals against the "Criteria for Award" I,F, p. 4 of this document. This evaluation process is to be conducted by mail with each Council Member completing a rating sheet for each proposal. A council member whose employing institution has submitted a Title III proposal will not participate in the review process. A composite Council rating of Title III proposals and State Library staff recommendations for funding will be submitted to the Texas State Library and Archives Commission for approval. Unsigned copies of the composite Council rating will be provided to applicants upon request as will staff recommendations to the Commission. Upon Commission approval of a Title III grant award, the State Library staff will negotiate a contract with the applicant. In the case of certain types of contracts or proposals, review and approval by other authorities may be required as detailed in Part I. C. page 3.

III. Program Requirements

Any publication or presentation resulting from or primarily related to the work conducted under this contract shall contain the following disclaimer:

> The activity which is the subject of this report was supported in whole or in part by the U.S. Office of Education, Department of Health, Education and Welfare. However, the opinions expressed herein do not necessarily reflect the position or policy of the U.S. Office of Education and no official endorsement by the U.S. Office of Education should be inferred.

Promotional materials, bibliographies, and other such short pieces should give the following acknowledgement:

> Published with funds granted under the Library Services and Construction Act, Title III (P.L. 84-597, as amended).

If this contract results in copyrightable material, the subgrantee is free to copyright the work but the Texas State Library reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use the work for government purposes.

IV. Program Administration

A. Monitoring and Reporting of Program Performance

The subgrantee agrees to submit two program evaluation reports showing: (1) revised and up-dated goals and objectives; (2) major activities and an assessment of the program's success; (3) organizational and operational problems encountered; and (4) such other standard statistical reports as the Receiving Agency may require. The evaluation reports are for the periods:

(1) September 1, 1980 through February 28, 1981 due March 31, 1981;

(2) March 1, 1981 through August 31, 1981 due September 30, 1981.

Program evaluation may be narrative in style. Performance should be measured against objectives stated in the grant application.

B. Property Management

1. The Texas State Library will not approve the purchase of automobiles for use by project personnel. Vehicles necessary to carry out a specific program (e.g., delivery van, bookmobile or media mobile) will be reviewed by the Commission on an individual basis.

2. Each project must maintain and submit an inventory of all real and nonexpendable personal property valued at more than fifty dollars ($50.00). Reports should be filed within 30 days of property receipt.

3. All proposed equipment purchases must be itemized and attached to the proposal.

4. Use and disposition of all property acquired under the grant will be in accordance with Federal Management Circular 74-7, Attachment N.

C. Procurement

The grantee's existing procedures for procurement of supplies, equipment and services will be acceptable, providing that they conform to Federal Management Circular 74-7, Attachment O.

D. Compliance

All projects must certify compliance with the provisions of the Rehabilitation Act of 1973, Section 504; the Civil Rights Act of 1964, Title VI; Title IX of the Education Amendments of 1972; Age Discrimination Act (42 U.S.C. 6101 et. seq.).

V. Fiscal Administration

A. Definitions

There are three types of Title III contracts administered by the Texas State Library.

A Subgrant contract is an agreement between the Texas State Library and a public library specifically authorized under Article 5436 (c), V.C.S.

An interagency contract is an agreement between the Texas State Library and another State Agency or State College or University authorized under Article 4413 (32), V.C.S.

A service contract is an agreement between the Texas State Library and a private organization, firm, or individual for reimbursement of services to be performed under the terms of the contract.

B. Unallowable Costs

Building construction, renovation, and library materials are not allowable costs under Title III Subgrants.

C. Matching Standards

Matching funds are not required, but are encouraged.

D. Cost Principles

1. Interest earned on LSCA funds at the subgrantee level shall be refunded to the federal government.

2. Costs applicable to Title III grants shall follow the general principles established in Federal Management Circular 74-4, July 18, 1974, with the following modifications:

   a. Indirect costs (allocated overhead) may not exceed five percent (5%) of the total direct expenses incurred under the grant.

   b. If a subgrantee has an indirect cost allocation plan currently in effect with a federal agency, that rate when applied, may not exceed five percent (5%) of the total direct expenses incurred under the grant. A copy of this plan should be attached to the grant application.

   c. If there is no cost allocation plan currently in effect, the subgrantee may claim ten percent (10%) of direct salaries (excluding fringe benefits, overtime, holiday premiums) if that amount does not exceed five percent (5%) of the total direct expenses incurred under the grant.

   d. Depreciation and use charges for buildings or capital improvements, library materials, and equipment may only be included as indirect costs.

Clarifications may be found in Appendix F, Cost Principles for State and Local Programs, from the U.S. Office of Education.

3. Travel and per diem expenses are allowable expenses. A subgrantee has the prerogative of reimbursing staff travel and per diem at the rate authorized by the State of Texas or at the rate allowed by the local government or institution. If you opt for using the State of Texas travel regulations, the rate now stands at $0.20 per mile and $40.00 per day. Travel outside the subgrantee's service area not specifically identified in the proposal must be approved at least two weeks in advance by the Texas State Library.

E. Program Income

Program income accounting guidelines may be found in Federal Management Circular 74-7, Attachment E (not applicable to service agreements or interagency contracts).

F. Grant Payments

To draw funds against their contract accounts subgrantees must submit to the Texas State Library a completed Form 5110 to cover projected expenses for an appropriate period of time. In the case of a service or interagency contract, the institution submits a purchase voucher for reimbursement of services rendered. Vouchers for reimbursement shall be on standard forms required by the Comptroller and shall conform to the categories of expense described in the contract.

G. Budget Revision Procedures

Subgrantees must request by letter the shifting of budgeted funds among line item expense categories when such modifications would equal or exceed fifteen percent (15%) of the original category amount. Such changes, if approved, entail modification of the original contract through a letter of concurrence signed by the subgrantee and the appropriate Texas State Library official. Interagency contract amendments are subject to prior approval of the State Purchasing and General Services Commission.

H. Standards for Financial Management Systems

Federal Management Circular 74-7, Attachment G, delineates financial management standards applicable to Title III projects.

I. Cash Depositories

Grant funds must be deposited in a bank with FDIC insurance coverage and any balances exceeding FDIC coverage must be collaterally secure. Consistent with the national goal of expanding opportunities for minority business enterprises, subgrantees are encouraged to use minority banks.

J. Bonding and Insurance

Since federal regulations in bonding and insurance relate to construction and renovation, these rules do not apply to Title III subgrants.

VI. Evaluation and Audit

A. Expenditure Reports

Expenditure reports must be submitted to the Texas State Library according to the following schedule:

(1) September 1, 1980 through February 28, 1981, due March 30, 1981

(2) February 28, 1981 through August 31, 1981, due September 30, 1981

B. Grant Close-Out Procedures

All funds must be expended and/or obligated by August 31, 1981, the project ending date. The final evaluation and expenditure reports are due at the Texas State Library on September 30, 1981. All obligations are to be liquidated by November 30, 1981, and the final audit is due at the Texas State Library on February 1, 1982. Federal Management Circular 74-7, Attachment L, gives additional guidelines.

C. Record Retention

1. The subgrantee must retain time records for reimbursement of personnel services charged to the grant account. Reimbursement of prorated personnel services may be charged to the grant account if the percentage of time expended on the grant program is clearly specified on the time records.

2. The subgrantee agrees to maintain financial records and other evidence pertaining to all costs incurred and revenues or other applicable credits in accordance with generally accepted accounting principles. Records must be retained for a period of five years and shall be made available to the Secretary of Health, Education and Welfare and the Comptroller General of the United States and the State of Texas or their duly authorized representatives for the purpose of audit and examination of any books, documents, papers and records of the subgrantee at all reasonable times during the five year retention period.

D. Audit Requirements

1. The cost of the audit of grant funds is an allowable expense if provided for in the contract. An audit will be required on February 1, 1982, to verify that all grant monies were expended and/or obligated as of August 31, 1981, in accordance with the terms of the contract and that all obligations were liquidated by November 30, 1981. The costs of any audits received after February 1, 1982 will be paid from local funds.

2. All audits must be conducted by an independent certified public accountant or a public accountant licensed by the Texas State Board of Public Accountancy.

E. Audit Procedures

1. The subgrantee may charge expenditures against this grant only if they conform to the approved project proposal or grant application and are for reimbursement of expenses incurred or obligated during the grant period. Grant funds may not be expended or encumbered after August 31, 1981. By November 30, 1981, all obligations of the grant period must have been paid. An audit will then be submitted to the Texas State Library and all unexpended funds will be returned or a final request for any funds due will be submitted.

2. Expenditures must be identified by the categories specified under the contract.

3. The audit must identify the maximum allowable expense for indirect costs as determined by the indirect cost rate specified in the contract, if any, applied to the direct expenditures verified in the audit.

4. The audit must identify the amount of interest earned on the grant, if any. All interest earned must be refunded to the Texas State Library at the completion of the audit (not applicable to service agreements or interagency contracts).

5. The audit must identify the amount of program income earned as a result of this grant, if any, and must verify that the income was properly credited to the grant account. Unexpended program income funds must be refunded to the Texas State Library at the completion of the audit (not applicable to service agreements or interagency contracts).

F. Audit Appeals

If a subgrantee wishes to appeal an audit exception, the procedure outlined in Rule 4.11 of the Rules and Regulations for the State Library System, September 1, 1979 - August 31, 1981, should be followed.

VII. Standard Forms

Attached are the following sample forms, which form the application packet.

Appendix A: Checksheet
Appendix B: LSCA Cover Sheet
Appendix C: Authorization for Application
Appendix D: Library Concurrence
Appendix E: Budget Document

Appendix F, "Cost Principles for State and Local Governments" is included for your information.

LIBRARY SERVICES AND CONSTRUCTION ACT

B A S I C S T A T E P L A N

FFY 1981

Library Development Division

Texas State Library

CERTIFICATE OF STATE ADVISORY COUNCIL

The State of TEXAS

I hereby certify that the attached documents for Fiscal Year 1981 were prepared with the advice of the State Advisory Council.

[ ] Basic State Plan and/or Amendment

[ ] Long Range Program Update

[ ] Annual Program

STATE ADVISORY COUNCIL

By: _____

Date: _____

ASSURANCE FOR MAINTENANCE OF EFFORT FOR MAJOR URBAN RESOURCE LIBRARIES

The TEXAS State Library administrative agency assures it will not reduce the amount paid from Title I funds to an urban library in FY 1980 for the purposes of supporting and expanding its services in FY 1981 as a major urban resource library in accordance with Section 102(a) (3) of the Library Services and Construction Act.

June 1, 1980
Date

Signature of Authorized State Library Administrative Agency Official

Attachments in the Annual Program:

(1) a list of the major urban resource libraries,
(2) a description of service(s) provided by each,
(3) a description of the geographic area to which each service is furnished, and
(4) the amount paid from Title I funds for each service in FY 1980 which may not be reduced in FY 1981.

Exhibit D-1
Basic State Plan Attachment
State of TEXAS
Fiscal Year 1981

MAJOR URBAN RESOURCE LIBRARIES - IDENTIFICATION

(1) Name of Major Urban Resource Library	(2) Description of Service(s) Provided by the Major Urban Resource Library	(3) Description of the Geographic Area to Which Each Service is Funded	(4) Title I Funds Paid for Each in FY 1980 Which May Not Be Reduced in FY 1981 (These are budgeted amounts, not actual expenditures)
Houston	On-Site Use of Collection and Reference Service	Statewide	$ 16,679
Dallas	"	"	9,729
San Antonio	"	"	8,987
El Paso	"	"	4,484
Fort Worth	"	"	4,220
Austin	"	"	3,588
Corpus Christi	"	"	2,485
Lubbock	"	"	1,903
Amarillo	"	"	1,620
Arlington	"	"	1,369
Garland	"	"	1,363
Beaumont	"	"	1,344
Irving	"	"	1,203
Pasadena	"	"	1,185
Waco	"	"	1,185

LSCA MEMBER LIST

David Earl Holt, Director Austin Public Library P.O. Box 2287 Austin, Texas 78768	9-1-80
Larry D. Justiss, Director Tom Green County Library City Hall Plaza San Angelo, Texas 76901	9-1-80
Mrs. Norma Stanton 500 West Shady Grove Irving, Texas 75060	9-1-80
Sam G. Whitten Associate Professor Graduate School of Library Science University of Texas at Austin Austin, Texas 78712	9-1-80
Mrs. Mary Frances Lamport 2606 Cascade Drive Austin, Texas 78757	9-1-80
Ms. Myra McDaniel Attorney at Law 3910 Knollwood Drive Austin, Texas 78731	9-1-81
Mrs. Flora R. Wilhite, Director Sterling Municipal Library Public Library Avenue Baytown, Texas 77520	9-1-81
Mr. George Holloway, Librarian 4206 Avenue A, Apt. 212 Austin, Texas 78751	9-1-82
Mr. Claude Melton 4609 Bonner Corpus Christi, Texas 78411	9-1-82
Mr. Pat Murphey UT Health Science Center at Dallas 5323 Harry Hines Boulevard Dallas, Texas 75235	9-1-82
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Mrs. Kathryn Thompson, Director
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Division of Curriculum & Instruction
Spring Branch Independent School District 9-1-82
P.O. Box 19432
Houston, Texas 77024

J.O. Wallace
Director of Learning Resources
Library, San Antonio College 9-1-82
San Antonio, Texas 78284

GENERAL CRITERIA

Applicable to All Annual Program Proposals

The Texas State Library will give priority consideration to proposals which meet any of the criteria listed below.

A. Geographic Areas which serve urban or rural areas with high concentrations of low income families.

1. Regions in Texas with an incidence of property greater than the national average of 10% for households as taken from the Fourth Count Summary Tapes of the 1970 U.S. Census, excluding inmates of institutions, members of the Armed Forces living in barracks, college students living in dormitories, and unrelated individuals under 14 years of age.
2. Regions in Texas with an incidence of black Americans greater than the national average of 11% as taken from the Fourth Count Summary Tapes of the 1970 U.S. Census.
3. Regions in Texas with an incidence of elderly below the proverty level greater than the national average of 27%, as taken from the Fourth Count Summary Tapes of the 1970 U.S. Census.
4. Regions qualified under the Public Works and Economic Development Act of 1965 (42 U.S.C. 3161) Section 401 with one or more of the following characteristics:
   a. Substantial and persistent unemployment
   b. Low median family income
   c. Indian Reservations, trust, or restricted Indian-owned lands
   d. Abrupt rise in unemployment resulting from the loss, removal, curtailment, or closing of a major employment source
   e. Special Impact Program
   f. Decline in per capita employment

B. Geographic Areas which serve regions with high concentration of persons of limited English speaking ability defined as regions in Texas with a Spanish-speaking population greater than the national average of 4.6%, as taken from the Fourth Count Summary Tapes of the 1970 U.S. Census.

C. Geographic Areas which seek to establish, reorganize into larger units, or improve public library services in areas without library services.

1. Regions without free public library service or where there is no public library that has been supported with public funds during the preceding three years.
2. Regions with inadequate public library services which do not meet the appropriate standards for library services as set forth in one of the following (these are also applicable to A and B above):
   a. Rules and Regulations for Department of H.E.W., Office of Education, General Provisions for Programs Administration and Fiscal Requirements, Part 100b - State Administered Programs.
   b. Rules and Regulations for the Library Services and Construction Act, Part 130; specifically, 130.4, 130.6, and 130.7.
   c. Minimum Standards for Public Library Systems, ALA, 1967. All standards except numbers 14, 49-55, and 57-59.
   d. Guidelines for Audiovisual Materials and Services for Large Public Libraries, ALA, 1975. All criteria.
   e. Interim Standards for Small Public Libraries, ALA, 1967; guideline for space requirement, page 15.
   f. Standards for Texas Public Libraries, Texas Library Association, 1972; Standards for Physical Facilities, page 10; Per Capita Income, page 11.

D. Persons who are unable to utilize public library outlets.

1. Physically handicapped persons (including the blind and visually handicapped) will be certified by a competent authority as unable to read or to use conventional printed materials as a result of physicial limitations for purposes of eligibility for this service. These authorities shall include doctors, social workers, librarians, or other similar competent professional representatives or agencies that serve the clientele regularly. According to American Federation for the Blind estimates, 1.4 percent of the general population is eligible for these services; it is assumed that a maximum of 50 percent of the eligible population will be interested in these services. Adequacy of services will be judged against the Standards for Library Services for the Blind and Physically Handicapped, American Library Association/Library Administration Division, Commission on Standards and Accreditation of Services for the Blind, with exceptions noted on pages 2-80 through 2-85 in the Long Range Plan.

2. The residents of institutions that are operated by an agency or department of the State of Texas. The adequacy of such services will be judged against the following:

   a. First Official Draft Standards for Libraries at Institutions for the Mentally Retarded. Committee on Standards for Libraries for the Mentally Retarded; Health and Rehabilitative Library Services Division; American Library Association; (May 1977); Resource Measures, Standard 3.3.1.

   b. Library Standards for Juvenile Correctional Institutions. American Correctional Association and American Library Association. 1975; Resource Measures, Standard 2.3.3.1.

   c. Library Standards for Adult Correctional Institutions: Final Draft. ALA/ACA Joint Committee on Institution Libraries. 1976; Resource Measures, Standard 2.3.4.1.

E. Hearing-impaired persons who need assistance in using public library outlets. According to the Texas Commission for the Deaf, there are approximately 860,000 Texans with hearing impairments of all degrees, including 120,000 deaf. Although basic library services to these persons are the same as those offered to the general public, specially trained library staff and such devices as teletypewriters may improve utilization and access greatly.

F. Adults with special learning needs. From the U.S. Census (School District Fourth Count Tape, 1970 Census; U.S. Census of Population: 1970, Detailed Characteristics, PC (1) D series, 4-1-70) it is estimated that 3,975,740 Texans age 16 and over, and not in school, have less than a high school education. Of these persons, 302,223 are over age 25; 1,758,413 of these adults have completed less than 9 years of schooling. In Texas, 52.61% of the population 25 years of age and older lack high school diplomas, according to the 1970 census.

G. Major urban resource libraries offering services to persons living outside local political subdivisions that financially support these libraries. Public libraries located in Texas cities of at least 100,000 persons and having collections of at least 100,000 book volumes, may qualify for assistance in providing without charge reference services and for on-site use of the collection to non-residents. Verification of such on-site collection use will be required.